

# FY 2021 Overview of Performance Data Form Module 1 and Module 2

LIHEAP Webinar hosted by the Office of Community Services (OCS) in the Administration for Children and Families (ACF)  
presented by APPRISE under contract to OCS

March 18, 2022

**Presenters:**

Melissa Torgerson (Verve Associates)  
Connor Priest (APPRISE)



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

# Introduction

## Purpose of This Webinar

- To provide an in-depth overview of the LIHEAP Performance Data Form - Module 1 (Grantee Survey), and Module 2 (Performance Measures).
- To explain the approach for reporting on Supplemental Funds, including ARPA and CARES Act Funds.

## Audience for This Webinar

- New LIHEAP Coordinators and staff who have not worked on completing these forms.
- Experienced LIHEAP Coordinators and staff that would like to review the requirements in detail to understand all of the instructions and avoid reporting issues.

# Presentation Outline

- |   |                  |
|---|------------------|
| 1. Overview Module 1 and Module 2         | <b>Slide 4</b>   |
| 2. Module 1 Grantee Survey Overview       | <b>Slide 11</b>  |
| 3. Module 1 Section III                   | <b>Slide 13</b>  |
| 4. Module 1 Section IV                    | <b>Slide 25</b>  |
| 5. Module 2 Performance Measures Overview | <b>Slide 54</b>  |
| 6. Module 2 Section V                     | <b>Slide 61</b>  |
| 7. Module 2 Section VI                    | <b>Slide 87</b>  |
| 8. Module 2 Section VII                   | <b>Slide 95</b>  |
| 9. Summary                                | <b>Slide 103</b> |

# Overview Module 1 and Module 2



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# Overview

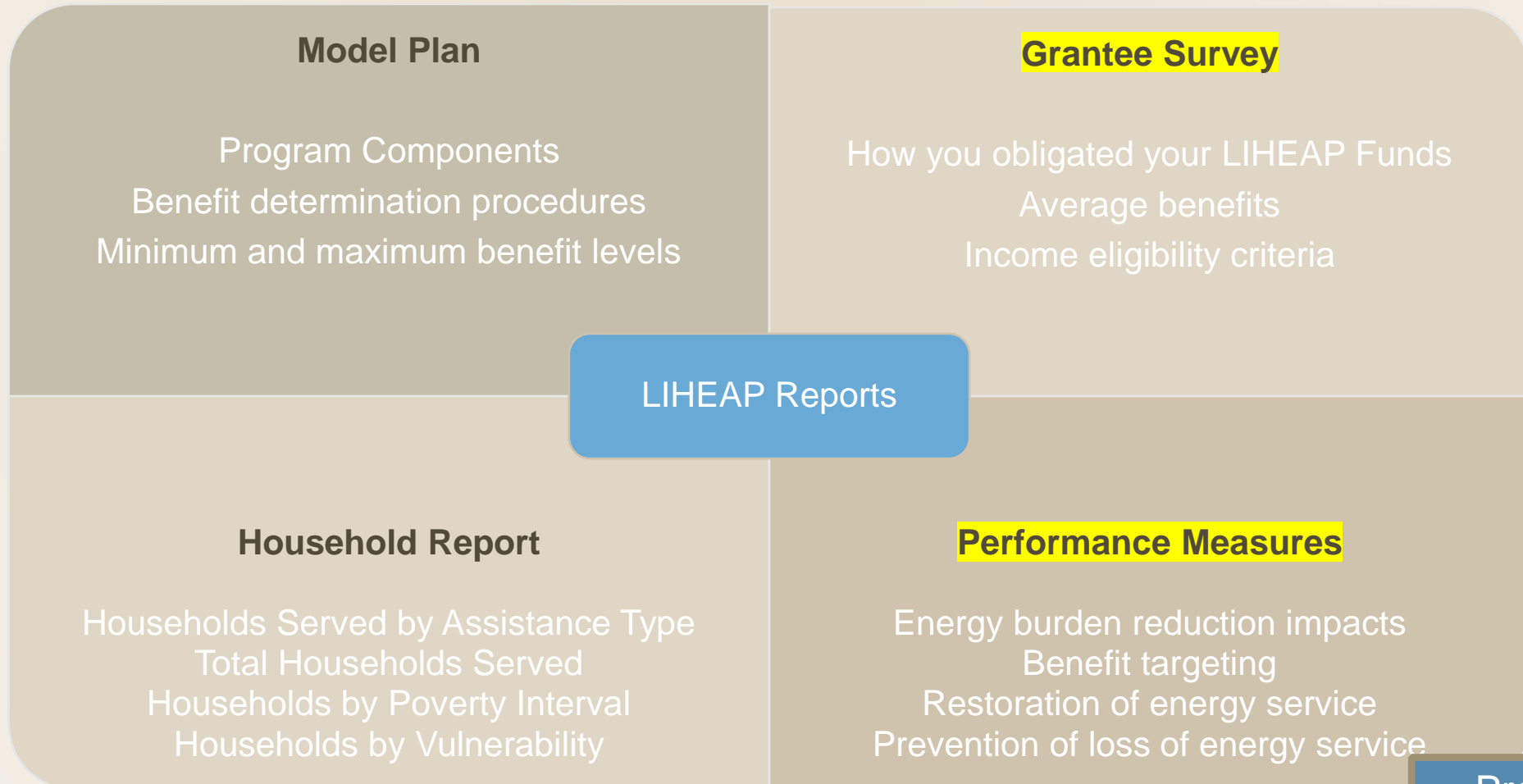
## *Module 1 and Module 2*

The Performance Data Form is one report consisting of three modules:

- ➔ • Module 1 (Grantee Survey) – Mandatory
- ➔ • Module 2 (Performance Measures) - Mandatory
- Module 3 (Optional Performance Measures) – Optional

# Overview

## *Module 1 and Module 2*



# Overview

## *Major Changes*

- Since ARPA Funds were released during FY 2021, HHS has opened lines that were reserved for reporting on one additional Supplemental funding type.
- Grantees now need to report information on all three funding types:
  - Regular LIHEAP Funds, including Block Grant Funds or Reallotment Funds
  - LIHEAP CARES Act Funds
  - **NEW: LIHEAP ARPA Funds**
- Besides the additional reporting for ARPA Funds, OCS has also made other minor changes to the Performance Data Form.
  - These changes will be discussed throughout this webinar.

# Overview

## *Update on Status and Due Date*

### Status Updates

- The Performance Data Form expired in April. OCS submitted proposed changes to the Performance Data Form to OMB which were approved in late February.
- OCS issued the Action Transmittal with instructions to complete the form on March 14, 2022.
- The initial due date for the form is March 31, 2022.



# Overview

## *FY 2021 Submission*

### Submission Approach

- As with the prior FY 2020 report, OCS will be asking grantees to submit the FY 2021 Performance Data Form using the Basecamp platform via an Excel Spreadsheet.
- Each grantee will be receiving a communication to provide them with the link to their Basecamp folder and the Excel spreadsheet.
- **The Excel spreadsheet will be customized for each state with your FY 2021 funding amounts. You will need to use the specific spreadsheet for your state.**

# Overview

## FY 2021 Submission

AutoSave On FY 2021 Performance Data Form - LPDF Saved Search (Alt+Q) Connor Priest

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells

C184 No

**SECTION I. GRANTEE INFORMATION**

Grantee Name: Date: Contact Person: Phone Number:

**SECTION II. REPORTING REQUIREMENTS**

The 50 States and the District of Columbia are required to complete the LIHEAP Grantee Survey Section of the LIHEAP Performance Data Form in providing estimates of sources and uses of funds, average benefits, and the maximum income cutoff in dollars for a 4-person household as of 10/1/16 for each type of LIHEAP assistance provided in FFY 2021. Timely response to questions on this report is mandatory. The information will be used to respond to Congressional inquiries, to calculate LIHEAP benefit targeting, and to provide Federal Fiscal Year data for the Department's annual LIHEAP Report to Congress that is required under Section 2610 of Public Law 967-35, as amended. The data are also used in measuring LIHEAP performance under the Government Performance and Results Act (GPRA) of 1993, as amended by the GPRA Modernization Act of 2010. As the reported data are aggregated, the information in this report is not considered to be confidential.

**SECTION III. ESTIMATED SOURCES OF LIHEAP FUNDS**

ALL OF FFY 2021 10/1/2020 TO 9/30/2021)  
Amount Rounded to the Nearest Dollar

A. All Funds Except CARES Act and other Supplemental Funding (Items 1-9)	
1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)--regular funds	\$117,873,568
2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)	\$0
3. LIHEAP Block Grant Funds from Previous FFY Reallotted to FFY	\$37,456
4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit	\$0
5. All Funds Carried Over From Previous FFY (except Funds in item 4 and 9 in this Section)	\$3,647,286
6. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY	\$0
7. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
7b. Previous FFY REACH Program Award Funds Obligated in FFY	\$0
8. FFY Leveraging Incentive Award	\$0
9. Previous FFY Leveraging Incentive Award obligated in FFY	\$0
<b>B. Estimated Subtotal Sources of Funds--Non-CARES/Supplemental Funding</b>	
10. Sum of Items 1-9. This should equal the sum in Section IV. Column D, Item 14.	\$121,558,310
<b>C. All Supplemental Funds (Items 11-13)</b>	

Module 1 (Grantee Survey) Module 2A - All Households Module 2B - CARES Subset Module 2C - ARPA Subset Module 3 (Optional M...

Ready Accessibility: Investigate

Presenter(s):  
Connor Priest

# Module 1 (Grantee Survey) Overview



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# Module 1 (Grantee Survey) *Overview*

- The Grantee Survey is a historic LIHEAP report focused on state grantees' Uses of Funds by assistance type.
- **Three main types of data need to be reported:**
  - The amount of Funds obligated to different LIHEAP components
  - The average LIHEAP benefits provided to households
  - The maximum annual income limits for a 4-person household
- **The Grantee Survey provides a snapshot of how LIHEAP Funds are used each fiscal year, the average benefit amounts households are receiving, and how grantees are setting eligibility criteria.**

# Module 1 Section III

## Estimated Sources of Funds



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# Module 1 Section III

## *Purpose*

- **Module 1, Section III** collects and reports data on the sources of LIHEAP funding that were available to your state in FY 2021.
- **Sources of Funds should include:**
  - All Federal Funds designated for LIHEAP for FY 2021 (net of any set-asides to Indian Tribes/Tribal Organizations).
  - Prior Year Unobligated Funds that were Obligated in FY 2021.
- For FY 2021, grantees' Sources of Funds include:
  - FY 2021 LIHEAP Block Grant Allotment (*AKA Your Regular Funds*)
  - FY 2021 Reallotment Funds
  - **CARES Act Allotment**
  - **ARPA Allotment**
  - FY 2020 Unobligated Funds Carried Over to FY 2021

# Module 1 Section III

## *Purpose*

- **Sources of Funds should NOT include:**
  - Federal Funds designated for LIHEAP that were obligated in prior fiscal years.
    - E.g. FY 2020 Funds you obligated, but the Funds were not expended.
  - Funds that were dedicated as set-asides to Indian Tribes/Tribal Organizations.
    - E.g. Funds that are provided to tribal entities in a state.
  - Non-federal Funds (such as leveraged State Funds).
    - E.g. Funds your state awarded to you to supplement federal dollars.
    - This can include CARES or ARPA Funds your state awarded to you.

# Module 1 Section III

## Reporting: Part A

SECTION III. ESTIMATED SOURCES OF LIHEAP FUNDS	
	ALL OF FFY 2021 10/1/2020 TO 9/30/2021) Amount Rounded to the Nearest Dollar
<b>A. All Funds Except CARES Act and other Supplemental Funding (Items 1-9)</b>	
1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)—regular funds	\$117,873,568
2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)	\$0
3. LIHEAP Block Grant Funds from Previous FFY Reallotted to FFY	\$37,456
4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit	\$0
5. All Funds Carried Over From Previous FFY (except Funds in item 4 and 9 in this Section)	\$3,647,286
6. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY	\$0
7. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
7b. Previous FFY REACH Program Award Funds Obligated in FFY	\$0
8. FFY Leveraging Incentive Award	\$0
9. Previous FFY Leveraging Incentive Award obligated in FFY	\$0

- Part A includes nine lines for regular or traditional LIHEAP funding sources or categories.
- However, only **three lines** are relevant for FY 2021.
  - Line 1 – Block Grant Allotment
  - Line 3 – Reallotted Funds
  - Line 5 – Funds Carried Over from Previous Year



# Module 1 Section III

## Part A, Items 1 and 3

SECTION III. ESTIMATED SOURCES OF LIHEAP FUNDS	
	ALL OF FFY 2021 10/1/2020 TO 9/30/2021) Amount Rounded to the Nearest Dollar
<b>A. All Funds Except CARES Act and other Supplemental Funding (Items 1-9)</b>	
1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)--regular funds	\$117,873,568
2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)	\$0
3. LIHEAP Block Grant Funds from Previous FFY Reallotted to FFY	\$37,456
4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit	\$0
5. All Funds Carried Over From Previous FFY (except Funds in item 4 and 9 in this Section)	\$3,647,286
6. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY	\$0
7. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
7b. Previous FFY REACH Program Award Funds Obligated in FFY	\$0
8. FFY Leveraging Incentive Award	\$0
9. Previous FFY Leveraging Incentive Award obligated in FFY	\$0

- Items 1 and 3 are prepopulated using information from OCS' records and prior reports.
- These lines are locked to prevent editing.
- Grantees should check the prepopulated values against their records to ensure they are correct.
- If you believe the prepopulated values are incorrect, please contact APPRISE for assistance in unlocking these cells.

# Module 1 Section III

## Part A, Item 5

SECTION III. ESTIMATED SOURCES OF LIHEAP FUNDS	
	ALL OF FFY 2021 10/1/2020 TO 9/30/2021) Amount Rounded to the Nearest Dollar
<b>A. All Funds Except CARES Act and other Supplemental Funding (Items 1-9)</b>	
1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)--regular funds	\$117,873,568
2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)	\$0
3. LIHEAP Block Grant Funds from Previous FFY Reallotted to FFY	\$37,456
4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit	\$0
5. All Funds Carried Over From Previous FFY (except Funds in item 4 and 9 in this Section)	\$3,647,286
6. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY	\$0
7. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
7b. Previous FFY REACH Program Award Funds Obligated in FFY	\$0
8. FFY Leveraging Incentive Award	\$0
9. Previous FFY Leveraging Incentive Award obligated in FFY	\$0

- Item 5 is also prepopulated but is *not* locked to prevent editing.
- If you believe the prepopulated value on Item 5 is incorrect based on your records, then you should correct it on the form.

# Module 1 Section III

## Reporting: Part A, Other Items

SECTION III. ESTIMATED SOURCES OF LIHEAP FUNDS	
	ALL OF FFY 2021 10/1/2020 TO 9/30/2021) Amount Rounded to the Nearest Dollar
<b>A. All Funds Except CARES Act and other Supplemental Funding (Items 1-9)</b>	
1. FFY LIHEAP Block Grant Allotment (Net of Indian Tribal Set-Asides)—regular funds	\$117,873,568
2. FFY Emergency Contingency Funds (Net of Indian Tribal Set-Asides)	\$0
3. LIHEAP Block Grant Funds from Previous FFY Reallotted to FFY	\$37,456
4. Previous FFY Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit	\$0
5. All Funds Carried Over From Previous FFY (except Funds in item 4 and 9 in this Section)	\$3,647,286
6. Petroleum Violation Escrow (Oil Overcharge) Funds Obligated in FFY	\$0
7. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
7b. Previous FFY REACH Program Award Funds Obligated in FFY	\$0
8. FFY Leveraging Incentive Award	\$0
9. Previous FFY Leveraging Incentive Award obligated in FFY	\$0

- The following items in Section III, Part A are not applicable for FY 2021 reporting:
  - Item 2
  - Item 4
  - Item 6
  - Item 7
  - Item 7b
  - Item 8
- Each of those lines will be prepopulated as \$0 for all grantees and locked to prevent editing.

# Module 1 Section III

## *Reporting: Part B*

- Part B includes **one line** for reporting estimated subtotal Sources of Funds—Non-Supplemental funding that has been appropriated by Congress and awarded by OCS to grantees.
- This field is locked and auto calculated by summing together items 1-9 from Part A.
- Grantees should compare the amount against their fiscal records to confirm it is correct.

B. Estimated Subtotal Sources of Funds--Non-CARES/Supplemental Funding	
10. Sum of Items 1-9. This should equal the sum in Section IV. Column D, Item 14.	\$121,558,310

# Module 1 Section III

## *Reporting: Part C*

C. All Supplemental Funds (Items 11-13)	
11. Previous unobligated CARES Act Allotment, not Subject to 10% Carryover Limit. This should equal the sum in Section IV Column D, Item 25	\$5,961,662
12. American Rescue Plan Act Allotment (Net of Indian Tribal Set-Asides). This should equal the sum in Section IV Column D, Item 36	\$167,346,852
13. [RESERVED, if applicable] Other Supplemental <sup>2</sup> Allotment (Net of Indian Tribal Set-Asides). This should equal the sum in Section IV. Column D, Item 47	\$0

- Part C includes three lines for reporting Supplemental LIHEAP funding sources or categories that have been appropriated by Congress and awarded by OCS to grantees.
- This is where you report information on your LIHEAP CARES Act and ARPA Allotments.

# Module 1 Section III

## Part C, Item 11

C. All Supplemental Funds (Items 11-13)	
11. Previous unobligated CARES Act Allotment, not Subject to 10% Carryover Limit. This should equal the sum in Section IV Column D, Item 25	\$5,961,662
12. American Rescue Plan Act Allotment (Net of Indian Tribal Set-Asides). This should equal the sum in Section IV Column D, Item 36	\$167,346,852
13. [RESERVED, if applicable] Other Supplemental <sup>2</sup> Allotment (Net of Indian Tribal Set-Asides). This should equal the sum in Section IV. Column D, Item 47	\$0

- **Item 11** is for reporting unobligated CARES Act Funds that were carried over from FY 2020 to FY 2021 and were available for obligation during FY 2021.
  - This amount should match the CARES carryover amount you reported in the FY 2020 Grantee Survey and FY 2020 Carryover and Reallotment Report.
  - Grantees who obligated 100% of their CARES Funds in FY 2020 will report \$0 in this field.
- Item 11 is prepopulated using information from OCS and prior year reports. If you believe the prepopulated value on Line 11 is incorrect based on your records, then you should correct it on the form.
- **Reminder:** Grantees must have obligated their CARES Funds by the end of fiscal year 2021



# Module 1 Section III

## Part C, Item 12

C. All Supplemental Funds (Items 11-13)	
11. Previous unobligated CARES Act Allotment, not Subject to 10% Carryover Limit. This should equal the sum in Section IV Column D, Item 25	\$5,961,662
12. American Rescue Plan Act Allotment (Net of Indian Tribal Set-Asides). This should equal the sum in Section IV Column D, Item 36	\$167,346,852
13. [RESERVED, if applicable] Other Supplemental2 Allotment (Net of Indian Tribal Set-Asides). This should equal the sum in Section IV. Column D, Item 47	\$0

- **Item 12** is for reporting your state's LIHEAP ARPA Allotment.
  - This line will include your state's total LIHEAP ARPA allotment, even if you didn't obligate that full amount in FY2021.
  - You'll be able to indicate how much of your ARPA funds were actually obligated for use in FY 2021 in Section IV.
- Item 12 is prepopulated using information from OCS and is locked to prevent editing.
  - You should check the prepopulated value against your own fiscal records to ensure that it is correct.
  - If you believe that the prepopulated value is incorrect, please contact APPRISE for assistance.

# Module 1 Section III

## Part C, Item 13

C. All Supplemental Funds (Items 11-13)	
11. Previous unobligated CARES Act Allotment, not Subject to 10% Carryover Limit. This should equal the sum in Section IV Column D, Item 25	\$5,961,662
12. American Rescue Plan Act Allotment (Net of Indian Tribal Set-Asides). This should equal the sum in Section IV Column D, Item 36	\$167,346,852
13. [RESERVED, if applicable] Other Supplemental2 Allotment (Net of Indian Tribal Set-Asides). This should equal the sum in Section IV. Column D, Item 47	\$0

- **Item 13** is NOT applicable for FY 2021 reporting.
- This line will be prepopulated at \$0 for all grantees and locked to prevent editing.



# Module 1 Section IV

## Estimated Uses of LIHEAP Funds



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# Module 1 Section IV

## *Purpose*

- Section IV reports data on the *Uses* of the federal LIHEAP funding that was available to your state in FY 2021.
- **Uses of Funds should include:**
  - All Federal Funds/Awards that were **obligated** during Federal Fiscal Year 2021 (October 1, 2020 – September 30, 2021) for use in LIHEAP.
  - For FY 2021, this includes:
    - All Federal Funds **obligated during FY 2021**, even if expended later in FY 2022.
    - Unobligated funds from FY 2020 that were **carried over** and obligated during FY 2021.
    - Unobligated funds from FY 2021 **being carried over for obligation in FY 2022**.

# Module 1 Section IV

## *Purpose*

- **Uses of Funds should NOT include:**
  - Funds that were obligated during FY 2020, even if those funds were ultimately expended during FY 2021.
    - E.g., You obligated FY 2020 Funds for Weatherization, but did not weatherize homes until FY 2021.
  - Funds available during FY 2021 that were not obligated by the end of FY 2021 and will be returned to OCS.
    - E.g., Funds not obligated in excess of your allowable carryover amount.
  - Non-federal Funds (such as leveraged State Funds).
    - E.g., Funds you obligated for assistance that were not federal dollars.
    - This can include CARES or ARPA Funds your state awarded to you.

# Module 1 Section IV

## *Structural Overview*

- Section IV of the Grantee Survey has been expanded to include fields for reporting on the obligation of LIHEAP ARPA Funds.

### Parts A to C

#### Uses of Regular LIHEAP Funds

- Total Regular Grant Funds obligated to each type of assistance
- Average Household Benefit amount by assistance type from Regular Grant funds
- Maximum Annual Dollar Income for a 4-person household

### Parts D to F

#### Uses of LIHEAP CARES Funds

- Total CARES Funds obligated to each type of assistance
- Average Household CARES Benefit amount by assistance type
- Maximum Annual Dollar Income for a 4-person household

### Parts G to I

#### Uses of LIHEAP ARPA Funds

- Total ARPA Funds obligated to each type of assistance
- Average Household ARPA Benefit amount by assistance type
- Maximum Annual Dollar Income for a 4-person household

### Other Parts (J-N)

- J-L: Not applicable for FY 2021 Reporting
- M & N: Auto-calculated

Presenter(s):  
Connor Priest

# Module 1 Section IV

## Part A, Item 1 – Heating Assistance

### SECTION IV. ESTIMATED USES OF LIHEAP FUNDS

A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2021 (10/1/2020) to 9/30/2021 Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
1. Heating Assistance Benefits--non-supplemental funds	\$58,268,189	\$503	\$52,012
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$23,886,283	\$574	\$52,012
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$6,341,004		
(1) Specify--non-supplemental funds	\$6,341,004	\$1,622	\$52,012
(2) Specify--non-supplemental funds	\$0	\$0	\$0
(3) Specify--non-supplemental funds	\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds	\$10,608,621		\$49,200

- Indicate the amount of regular funds obligated for **Heating Assistance Benefits** in FY 2021 in the first column. *Exclude CARES or ARPA funds.*

### Heating Assistance Benefits include...

- Funds allocated for regular heating assistance to pay a share of a household's heating bills
- Funds for other non-crisis heating assistance, such as furnace repairs or replacements done on a non-emergency basis. Add a note that describes such assistance and indicates the amount of funds used for it.
- Exclude the cost of administering the heating assistance component.

Presenter(s):  
Melissa Torgerson

# Module 1 Section IV

## Part A, Expedited Heating Assistance

SECTION IV. ESTIMATED USES OF LIHEAP FUNDS			
A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2021 (10/1/2020) to 9/30/2021 Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
1. Heating Assistance Benefits--non-supplemental funds	\$58,268,189	\$569	\$52,012
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$23,886,283	\$574	\$52,012
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$6,341,004		
(1) Specify--non-supplemental funds	\$6,341,004	\$1,622	\$52,012
(2) Specify--non-supplemental funds	\$0	\$0	\$0
(3) Specify--non-supplemental funds	\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds	\$10,608,621		\$49,200

- Some grantees do not have a separate crisis component in their program, but do provide expedited heating assistance to households in crisis situations.
- Grantees have **two options** for reporting in this situation:
  - Report all funding obligated to assist households with heating assistance (regular and expedited) under *Heating Assistance*.
  - Report the funding obligated to assist households with regular heating assistance under *Heating Assistance*, and the funding obligated to assist households with expedited heating assistance under *Crisis Assistance*.
- Add a note indicating that X households received expedited heating assistance and were reported under Item X.

# Module 1 Section IV

## Part A, Item 2 – Cooling Assistance

SECTION IV. ESTIMATED USES OF LIHEAP FUNDS			
A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2021 (10/1/2020) to 9/30/2021 Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
1. Heating Assistance Benefits--non-supplemental funds	\$58,268,189	\$503	\$52,012
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$23,886,283	\$574	\$52,012
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$6,341,004		
(1) Specify--non-supplemental funds	\$6,341,004	\$1,622	\$52,012
(2) Specify--non-supplemental funds	\$0	\$0	\$0
(3) Specify--non-supplemental funds	\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds	\$10,608,621		\$49,200

- Indicate the amount of regular funds obligated for **Cooling Assistance Benefits** in FY 2021 in the first column. *Exclude CARES or ARPA funds.*
- Cooling Assistance Benefits include...**
  - Funds allocated for regular cooling assistance to pay a share of a household's cooling bills
  - Funds for other non-crisis cooling assistance, such as AC installations done on a non-emergency basis. Add a note that describes such assistance and indicates the amount of funds used for it.
- Exclude the cost of administering the cooling assistance component.



# Module 1 Section IV

## Part A, Item 3 – Crisis Assistance

### SECTION IV. ESTIMATED USES OF LIHEAP FUNDS

A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2021 (10/1/2020) to 9/30/2021 Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
1. Heating Assistance Benefits--non-supplemental funds	\$58,268,189	\$503	\$52,012
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$23,886,283	\$574	\$52,012
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$6,341,004		
(1) Specify--non-supplemental funds	\$6,341,004	\$1,622	\$52,012
(2) Specify--non-supplemental funds	\$0	\$0	\$0
(3) Specify--non-supplemental funds	\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds	\$10,608,621		\$49,200

- Crisis assistance is a type of LIHEAP assistance that is provided no later than 48 hours (or 18 hours in life threatening situations) after a request for assistance.
- Grantees set their own criteria for crisis assistance defined in their Model Plans.
  - The types of crisis reported in your Grantee Survey should be consistent with what you reported in both your Model Plan and your Household Report.
- Crisis Assistance Benefits can be reported under four different categories in the Grantee Survey.
  - Winter Crisis
  - Summer Crisis
  - Year-Round Crisis
  - Other Crisis

Presenter(s):  
Melissa Torgerson



# Module 1 Section IV

## Part A, Item 3a – Winter Crisis

### SECTION IV. ESTIMATED USES OF LIHEAP FUNDS

A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2021 (10/1/2020) to 9/30/2021 Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
1. Heating Assistance Benefits--non-supplemental funds	\$58,268,189	\$503	\$52,012
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$23,886,283	\$574	\$52,012
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$6,341,004		
(1) Specify--non-supplemental funds	\$6,341,004	\$1,622	\$52,012
(2) Specify--non-supplemental funds	\$0	\$0	\$0
(3) Specify--non-supplemental funds	\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds	\$10,608,621		\$49,200

- Which regular funds should be reported as Winter Crisis Benefits?
  - Any funds obligated to delivering winter crisis assistance to households.
  - Typically includes crisis assistance provided under the same timeline as a state's heating assistance program.
- Exclude the cost of administration.
- Examples of Winter Crisis Assistance:
  - Bill Payment assistance after disconnection/disconnect notice.
  - Emergency fuel delivery after running out of fuel or due to imminent risk of running out of fuel.

# Module 1 Section IV

## Part A, Item 3b – Summer Crisis

### SECTION IV. ESTIMATED USES OF LIHEAP FUNDS

A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2021 (10/1/2020) to 9/30/2021 Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
1. Heating Assistance Benefits--non-supplemental funds	\$58,268,189	\$503	\$52,012
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$23,886,283	\$574	\$52,012
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$6,341,004		
(1) Specify--non-supplemental funds	\$6,341,004	\$1,622	\$52,012
(2) Specify--non-supplemental funds	\$0	\$0	\$0
(3) Specify--non-supplemental funds	\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds	\$10,608,621		\$49,200

- Which regular funds should be reported as Summer Crisis Benefits?
  - Any funds obligated to delivering summer crisis assistance to households.
  - Typically includes crisis assistance provided under the same timeline as a state's cooling assistance program.
- Exclude the cost of administration.
- Examples of Summer Crisis Assistance:
  - Bill Payment assistance after disconnection/disconnect notice.

# Module 1 Section IV

## Part A, Item 3c – Year-Round Crisis

SECTION IV. ESTIMATED USES OF LIHEAP FUNDS			
A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2021 (10/1/2020) to 9/30/2021 Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
1. Heating Assistance Benefits--non-supplemental funds	\$58,268,189	\$503	\$52,012
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$23,886,283	\$574	\$52,012
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$6,341,004		
(1) Specify--non-supplemental funds	\$6,341,004	\$1,622	\$52,012
(2) Specify--non-supplemental funds	\$0	\$0	\$0
(3) Specify--non-supplemental funds	\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds	\$10,608,621		\$49,200

- Which regular funds should be reported as Year-Round Crisis Benefits?
  - Any funds obligated to delivering year-round crisis assistance to households.
  - Typically includes crisis assistance provided throughout the year, rather than seasonally.
  - For expedited or “fast track” heating assistance in a crisis situation, see slide 30 for Heating Assistance.
- Exclude the cost of administration.
- Examples of Year-Round Crisis Assistance:
  - Bill Payment assistance after disconnection or notice.
  - Emergency fuel delivery after running out of fuel or due to imminent risk of running out of fuel.

# Module 1 Section IV

## Part A, Item 3d – Other Crisis

SECTION IV. ESTIMATED USES OF LIHEAP FUNDS			
A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2021 (10/1/2020) to 9/30/2021 Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
1. Heating Assistance Benefits--non-supplemental funds	\$58,268,189	\$503	\$52,012
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$23,886,283	\$574	\$52,012
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$6,341,004		
(1) Emergency Furnace Repair	\$5,548,378	\$1,622	\$52,012
(2) Temporary Shelter Assistance	\$792,626	\$426	\$52,012
(3) Specify--non-supplemental funds	\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds	\$10,608,621		\$49,200

- The first row of 3d is not editable and the first column is auto calculated from the sum of the three rows underneath.
- Report any funding obligated to each type of *Other Crisis* assistance in items 3d(1), 3d(2), and 3d(3).
  - Include a name or brief description right on the line.
  - Report any funds obligated to delivering that type of *Other Crisis* assistance.
  - Emergency Furnace Repairs and Replacements should be reported on their own line.
- Exclude the cost of administration.

# Module 1 Section IV

## Part A, Item 4 - Weatherization Assistance

SECTION IV. ESTIMATED USES OF LIHEAP FUNDS			
A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2021 (10/1/2020) to 9/30/2021 Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
1. Heating Assistance Benefits--non-supplemental funds	\$58,268,189	\$503	\$52,012
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$23,886,283	\$574	\$52,012
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$6,341,004		
(1) Emergency Furnace Repair	\$5,548,378	\$1,622	\$52,012
(2) Temporary Shelter Assistance	\$792,626	\$426	\$52,012
(3) Specify--non-supplemental funds	\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds	\$10,608,621		\$49,200

- Indicate the amount of regular funds obligated for low-cost residential weatherization or other energy-related home repairs, if any.
  - Exclude the cost of administering the LIHEAP weatherization assistance component.
  - Include any weatherization funds for other non-crisis assistance. Add a note that describes such assistance and indicates the funding amount.
- Report regular federal LIHEAP funds **only**.
  - In the past, some grantees have incorrectly reported both LIHEAP and Department of Energy weatherization funds together.
  - If you obligated CARES Act or ARPA funds to Weatherization, exclude those funds from Part A, Item 4. They should be reported in Part D and/or Part G.



# Module 1 Section IV

## Part A – Average Household Benefit Column – Items 1-4

SECTION IV. ESTIMATED USES OF LIHEAP FUNDS			
A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2021 (10/1/2020) to 9/30/2021 Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
1. Heating Assistance Benefits--non-supplemental funds	\$58,268,189	\$503	\$52,012
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$23,886,283	\$574	\$52,012
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$6,341,004		
(1) Emergency Furnace Repair	\$5,548,378	\$1,622	\$52,012
(2) Temporary Shelter Assistance	\$792,626	\$426	\$52,012
(3) Specify--non-supplemental funds	\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds	\$10,608,621		\$49,200

- In the **Average Household Benefit Column**, indicate the average benefit amount for households assisted with each type of assistance using your regular LIHEAP funds.
- For each type of assistance...
  - The average household benefit should account for the benefits provided to households with regular LIHEAP funds during the entire fiscal year.
  - The average benefit should be calculated based on the actual benefits households received.** This may differ from your most common benefit amount because of households receiving higher/lower amounts.
- If the average household benefit includes benefits other than bill payment assistance, please include a description of the benefit types in the 'Notes' section.

# Module 1 Section IV

## Part A – Average Household Benefit Column – Items 1-4

SECTION IV. ESTIMATED USES OF LIHEAP FUNDS			
A. Type of LIHEAP Assistance--Non-Supplemental Funds (Items 1-4)	All of FFY 2021 (10/1/2020) to 9/30/2021 Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
1. Heating Assistance Benefits--non-supplemental funds	\$58,268,189	\$503	\$52,012
2. Cooling Assistance Benefits--non-supplemental funds	\$0	\$0	\$0
3. Crisis Benefits by Type--non-supplemental funds			
a. Winter Crisis Benefits--non-supplemental funds	\$23,886,283	\$574	\$52,012
b. Summer Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--non-supplemental funds	\$0	\$0	\$0
d. Other Crisis Benefits--non-supplemental funds	\$6,341,004		
(1) Emergency Furnace Repair	\$5,548,378	\$1,622	\$52,012
(2) Temporary Shelter Assistance	\$792,626	\$426	\$52,012
(3) Specify--non-supplemental funds	\$0	\$0	\$0
4. Weatherization Assistance Benefits--non-supplemental funds	\$10,608,621		\$49,200

- In the third column, list the **maximum annual or annualized dollar income cutoff for a 4-person household** that was in effect at the beginning of FY 2021 (October 1, 2020).
- The Poverty Guidelines that were in effect at the beginning of FY 2021 were the [2020 HHS Poverty guidelines](#).
- Report the maximum income based on your income-eligibility criteria used for regular LIHEAP assistance.
- If your LIHEAP program component began after the release of the 2021 HHS Federal Poverty Guidelines, you may choose to use the 2021 Guidelines in your reporting. **If you choose to use the 2021 Guidelines, please indicate this in the 'Notes' section of the form.**

# Module 1 Section IV

## Part B

B. Other Permitted Uses of LIHEAP Funds--non-supplemental funds (Items 6-13)	
6. Nominal Payments--non-supplemental funds	\$0
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY--non-supplemental funds	\$4,858,329
8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY	\$0
9. FFY Leveraging Incentive Award Obligated in next FFY	\$0
10. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--non-supplemental funds	\$0
11. Assurance 16 Activities--non-supplemental funds	\$3,362,322
12. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
13. Administration/Planning Costs--non-supplemental funds	\$14,233,562

- Part B includes eight lines for reporting other uses of regular or traditional LIHEAP funds (Items 6-13).
- However, **only five** of the lines are open for editing.
- Items 8, 9, and 12 are prepopulated as \$0 for all grantees and are locked to prevent editing.



# Module 1 Section IV

## Part B – Item 6 – Nominal Payments

B. Other Permitted Uses of LIHEAP Funds--non-supplemental funds (Items 6-13)	
6. Nominal Payments--non-supplemental funds	\$0
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY--non-supplemental funds	\$4,858,329
8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY	\$0
9. FFY Leveraging Incentive Award Obligated in next FFY	\$0
10. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--non-supplemental funds	\$0
11. Assurance 16 Activities--non-supplemental funds	\$3,362,322
12. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
13. Administration/Planning Costs--non-supplemental funds	\$14,233,562

- In **Item 6**, report the regular funding obligated for nominal LIHEAP benefit payments, if any.
- **Nominal payments** are LIHEAP benefit payments that deviate from the state's regular payment matrix because the household received only a minimal benefit as part of a partnership with the Supplemental Nutrition Assistance Program (SNAP).
- Only the few states that have a separate LIHEAP payment amount for SNAP recipient households need to report this.
- This is often referred to as "Heat or Eat" or "Cool or Eat" Program.

# Module 1 Section IV

## Part B – Item 7 – FFY Unobligated Funds Carried Over to Next FFY

B. Other Permitted Uses of LIHEAP Funds--non-supplemental funds (Items 6-13)	
6. Nominal Payments--non-supplemental funds	\$0
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY--non-supplemental funds	\$4,858,329
8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY	\$0
9. FFY Leveraging Incentive Award Obligated in next FFY	\$0
10. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--non-supplemental funds	\$0
11. Assurance 16 Activities--non-supplemental funds	\$3,362,322
12. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
13. Administration/Planning Costs--non-supplemental funds	\$14,233,562

- **Item 7** should report the total amount of unobligated regular funds *carried over* to the next fiscal year.
- The LIHEAP statute allows states to hold available up to 10% of regular funds payable to the state for a fiscal year for obligation in the following fiscal year.
- This means states may have unobligated regular funds that are being carried over for obligation in the next fiscal year.
- States may only carry over up to 10% of regular funds payable. Unobligated regular funds that exceed 10% of funds payable must be returned to the Federal government.

# Module 1 Section IV

## Part B – Item 7 – FFY Unobligated Funds Carried Over to Next FFY

B. Other Permitted Uses of LIHEAP Funds--non-supplemental funds (Items 6-13)	
6. Nominal Payments--non-supplemental funds	\$0
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY--non-supplemental funds	\$4,858,329
8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY	\$0
9. FFY Leveraging Incentive Award Obligated in next FFY	\$0
10. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--non-supplemental funds	\$0
11. Assurance 16 Activities--non-supplemental funds	\$3,362,322
12. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
13. Administration/Planning Costs--non-supplemental funds	\$14,233,562

- Item 7 should only include regular unobligated FY 2021 funds payable.
- Item 7 should not include funds that were obligated in FY 2021, even if they were not expended during FY 2021.
- Item 7 should only include funds carried over to FY 2022. If your state returned excess unobligated funds to the Federal government, you should exclude these funds from Item 7.
- Note: Excluding returned funds from Item 7 will cause *Estimated Total Uses of Funds* in Section IV to be different from *Estimated Total Sources of Funds* in Section III.
  - This is acceptable. You can submit the form if Uses and Sources are different for this reason. You should include a note explaining this.
  - The difference should be equal to the dollar amount returned to HHS.

# Module 1 Section IV

## Part B – Item 10 – FFY Unobligated Used for IDDLIA

<b>B. Other Permitted Uses of LIHEAP Funds--non-supplemental funds (Items 6-13)</b>	
6. Nominal Payments--non-supplemental funds	\$0
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY--non-supplemental funds	\$4,858,329
8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY	\$0
9. FFY Leveraging Incentive Award Obligated in next FFY	\$0
10. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--non-supplemental funds	\$0
11. Assurance 16 Activities--non-supplemental funds	\$3,362,322
12. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
13. Administration/Planning Costs--non-supplemental funds	\$14,233,562

- **Item 10** should report the amount of the state's FY 2021 LIHEAP block grant allotment, if any, that was obligated to identify, develop, and demonstrate leveraging activities.
- The LIHEAP statute limits this amount to the greater of 0.08% of funds payable or \$35,000.

# Module 1 Section IV

## Part B – Item 11 – Assurance 16

<b>B. Other Permitted Uses of LIHEAP Funds--non-supplemental funds (Items 6-13)</b>	
6. Nominal Payments--non-supplemental funds	\$0
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY--non-supplemental funds	\$4,858,329
8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY	\$0
9. FFY Leveraging Incentive Award Obligated in next FFY	\$0
10. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--non-supplemental funds	\$0
<b>11. Assurance 16 Activities--non-supplemental funds</b>	<b>\$3,362,322</b>
12. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
13. Administration/Planning Costs--non-supplemental funds	\$14,233,562

- **Item 11** should report any regular FY 2021 LIHEAP funds obligated to carry out “Assurance 16 activities”, if any.
- **Assurance 16 activities** include services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance.
- Examples including providing needs assessment, counseling, and assistance with energy vendors.
- The LIHEAP statute limits this amount to 5% of funds payable.

# Module 1 Section IV

## Part B – Item 13 – Admin/Planning Costs

B. Other Permitted Uses of LIHEAP Funds--non-supplemental funds (Items 6-13)	
6. Nominal Payments--non-supplemental funds	\$0
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY--non-supplemental funds	\$4,858,329
8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY	\$0
9. FFY Leveraging Incentive Award Obligated in next FFY	\$0
10. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--non-supplemental funds	\$0
11. Assurance 16 Activities--non-supplemental funds	\$3,362,322
12. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
13. Administration/Planning Costs--non-supplemental funds	\$14,233,562

- **Item 13** should report the amount of regular FY 2021 funds obligated for administration and planning costs.
- The amount should include:
  - All state and local administration and planning costs
  - Both direct and indirect costs charged as administration and planning costs for the program.



# Module 1 Section IV

## Part B – Item 13 – Admin/Planning Costs

<b>B. Other Permitted Uses of LIHEAP Funds--non-supplemental funds (Items 6-13)</b>	
6. Nominal Payments--non-supplemental funds	\$0
7. FFY Unobligated Funds (excluding funds in Items 8 & 9) Carried Over to next FFY--non-supplemental funds	\$4,858,329
8. FFY Allowable Unobligated Emergency Contingency Funds, not Subject to 10% Carryover Limit, Obligated in next FFY	\$0
9. FFY Leveraging Incentive Award Obligated in next FFY	\$0
10. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--non-supplemental funds	\$0
11. Assurance 16 Activities--non-supplemental funds	\$3,362,322
12. FFY Residential Energy Assistance Challenge (REACH) Program	\$0
<b>13. Administration/Planning Costs--non-supplemental funds</b>	<b>\$14,233,562</b>

- Grantees have the flexibility to define what counts as an “Administration/Planning Cost”.
- The cost of administering the state’s LIHEAP weatherization assistance is to be included.
- Because there is not a field for program-related Information Technology (IT) expenditures, those should be included in Administration/Planning Costs with a note identifying the amount of funds used for program-related IT.
- Adding a note is important since these funds can cause Admin to exceed 10%.

# Module 1 Section IV

## Part C

### C. Estimated Total Uses of Funds--non-supplemental funds

14. Sum of Items 1-4 and 6-13. This should equal the sum in Section III. Column D, Item 10.

\$121,558,310

Q1. Obligated funding for a given type of assistance in current FFY, but will serve households in the subsequent FFY--regular funds

Yes

Q2. Average Household Benefits are estimated due to unique program operation, rather than directly calculated--regular funds

No

- Part C includes one line and two questions for regular or traditional LIHEAP funding sources.



# Module 1 Section IV

## *Part C – Item 14 – Estimated Total Uses of Regular LIHEAP Funds*

### C. Estimated Total Uses of Funds--non-supplemental funds

14. Sum of Items 1-4 and 6-13. This should equal the sum in Section III. Column D, Item 10.

\$121,558,310

Q1. Obligated funding for a given type of assistance in current FFY, but will serve households in the subsequent FFY--regular funds

Yes

Q2. Average Household Benefits are estimated due to unique program operation, rather than directly calculated--regular funds

No

- **Line 14** gives your estimated Total Uses of Regular LIHEAP Funds.
- This is prepopulated by summing items 1-4 and 6-13 of Section IV and is locked to prevent editing.
- You should compare the value populated in Item 14 against your fiscal records to ensure it is correct.
- If you feel that the sum is incorrect, please contact APPRISE for assistance.

# Module 1 Section IV

## *Part C – Q1 – Households Assisted in Subsequent FY*

C. Estimated Total Uses of Funds--non-supplemental funds	
14. Sum of Items 1-4 and 6-13. This should equal the sum in Section III. Column D, Item 10.	\$121,558,310
Q1. Obligated funding for a given type of assistance in current FFY, but will serve households in the subsequent FFY--regular funds	Yes
Q2. Average Household Benefits are estimated due to unique program operation, rather than directly calculated--regular funds	No

- **Q1** asks you if you obligated any funds from your regular FY 2021 LIHEAP grant that weren't actually used to serve the client until FY 2022.
- For example, you might have obligated funds to Weatherize clients' homes during FY 2021, but the crew didn't actually make it to the client's home to begin the upgrade until after it was already FY 2022.
- If you mark "Yes" to Q1 in Section IV, Part C, then you should add a note to the bottom of your form to clarify for which type(s) of assistance this applies.

# Module 1 Section IV

## *Part C – Q2 – Households Assisted in Subsequent FY*

C. Estimated Total Uses of Funds--non-supplemental funds	
14. Sum of Items 1-4 and 6-13. This should equal the sum in Section III. Column D, Item 10.	\$121,558,310
Q1. Obligated funding for a given type of assistance in current FFY, but will serve households in the subsequent FFY--regular funds	Yes
Q2. Average Household Benefits are estimated due to unique program operation, rather than directly calculated--regular funds	No

- **Q2** asks if the average household benefit data you reported in the middle column of Section IV, Part A, Items 1-4 includes any estimated data due to unique program operation, rather than direct calculations.
- If you mark “Yes” to Q2 in Section IV, Part C, then you should add a note to the bottom of your form to clarify for which type(s) of assistance this applies.

# Module 1 Section IV

## Parts D-F – Uses of CARES Funds

- Section IV, Parts D, E, and F are for reporting your uses of CARES funds in FY 2021.
- The procedures for reporting here should be identical to what you did in Section IV Parts A, B, and C **except that:**
  - Total Funds/Awards,
  - Average Household Benefit, and
  - Maximum Dollar Income**should be based only on how you used your CARES Act Funds.**
- Note:** All CARES funds needed to be obligated by the end of FY 2021, so Part E, Item 21 should be \$0 for all grantees.

Presenter(s):  
Connor Priest

D. Type of LIHEAP Assistance--CARES Act Funds (Items 15-18)	All of FFY 2021 (10/1/2020) to 9/30/2021) Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
15. Heating Assistance Benefits--CARES Act Funds	\$4,232,780	\$503	\$52,012
16. Cooling Assistance Benefits--CARES Act Funds	\$0	\$0	\$0
17. Crisis Benefits by Type--CARES Act Funds			
a. Winter Crisis Benefits--CARES Act Funds	\$1,733,344	\$574	\$52,012
b. Summer Crisis Benefits--CARES Act Funds	\$0	\$0	\$0
c. Year-round Crisis Benefits--CARES Act Funds	\$0	\$0	\$0
d. Other Crisis Benefits--CARES Act Funds	\$0		
(1) Specify--CARES Act Funds	\$0	\$0	\$0
(2) Specify--CARES Act Funds	\$0	\$0	\$0
(3) Specify--CARES Act Funds	\$0	\$0	\$0
18. Weatherization Assistance Benefits--CARES Act Funds	\$0		\$0
E. Other Permitted Uses of LIHEAP Funds--CARES Act Funds (Items 20-24)			
20. Nominal Payments--CARES Act Funds	\$0		
21. Unobligated CARES Act Funds Carried Over to next FFY	\$0		
22. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--CARES Act Funds	\$0		
23. Assurance 16 Activities--CARES Act Funds	\$0		
24. Administration/Planning Costs--CARES Act Funds	\$0		
F. Estimated Total Uses of Funds--CARES Act Funds			
25. Sum of Items 15-18 and 20-24. This should equal the sum in Section III, Column D, Item 11.	\$5,966,124		
Q3. Obligated funding for a given type of assistance in current FFY, but will serve households in the subsequent FFY--CARES Act Funds	No		
Q4 Average Household Benefits are estimated due to unique program operation, rather than directly calculated--CARES Act Funds	No		

# Module 1 Section IV

## Parts G-I – Uses of ARPA Funds

- Section IV, Parts G, H, and I are for reporting your uses of ARPA funds in FY 2021.
- The procedures for reporting here should be identical to what you did in Section IV Parts A, B, and C **except that:**
  - Total Funds/Awards
  - Average Household Benefit, and
  - Maximum Dollar Income**should be based only on how you used your ARPA Funds.**
- Note:** Some grantees did not obligate any of their ARPA funds in FY 2021. If that is the case, you should report your full amount of your ARPA allocation under Item 32.

Presenter(s):  
Connor Priest

G. Type of LIHEAP Assistance--ARPA Funds: (Items 26-29)	All of FFY 2021 (10/1/2020) to 9/30/2021) Amount Rounded to the Nearest Dollar		
	Total Funds/Awards	Average Household Benefit	Maximum Annual Dollar Income for 4-Person
26. Heating Assistance Benefits--ARPA Funds	\$0	\$0	\$0
27. Cooling Assistance Benefits--ARPA Funds	\$0	\$0	\$0
28. Crisis Benefits by Type--ARPA Funds			
a. Winter Crisis Benefits--ARPA Funds	\$0	\$0	\$0
b. Summer Crisis Benefits--ARPA Funds	\$33,469,370	\$602	\$0
c. Year-round Crisis Benefits--ARPA Funds	\$0	\$0	\$52,012
d. Other Crisis Benefits--ARPA Funds	\$0		
(1) Specify--ARPA Funds	\$0	\$0	\$0
(2) Specify--ARPA Funds	\$0	\$0	\$0
(3) Specify--ARPA Funds	\$0	\$0	\$0
29. Weatherization Assistance Benefits--ARPA Funds	\$0		\$0
H. Other Permitted Uses of LIHEAP Funds--ARPA Funds (Items 31-35)			
31. Nominal Payments--ARPA Funds	\$0		
32. Unobligated ARPA Funds Funds Carried Over to next FFY	\$133,877,482		
33. FFY LIHEAP Block Grant Allotment Used to Identify, Develop & Demonstrate Leveraging Incentive Activities--ARPA Funds	\$0		
34. Assurance 16 Activities--ARPA Funds	\$0		
35. Administration/Planning Costs--ARPA Funds	\$0		
I. Estimated Total Uses of Funds--ARPA Funds			
36. Sum of Items 26-29 and 31-35. This should equal the sum in Section III. Column D, Item 12.	\$167,346,852		
Q5. Obligated funding for a given type of assistance in current FFY, but will serve households in the subsequent FFY--ARPA Funds	No		
Q6. Average Household Benefits are estimated due to unique program operation, rather than directly calculated--ARPA Funds	No		

# *Module 2 (Performance Measures)*

## Overview



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

# Module 2 Performance Measures

## Overview

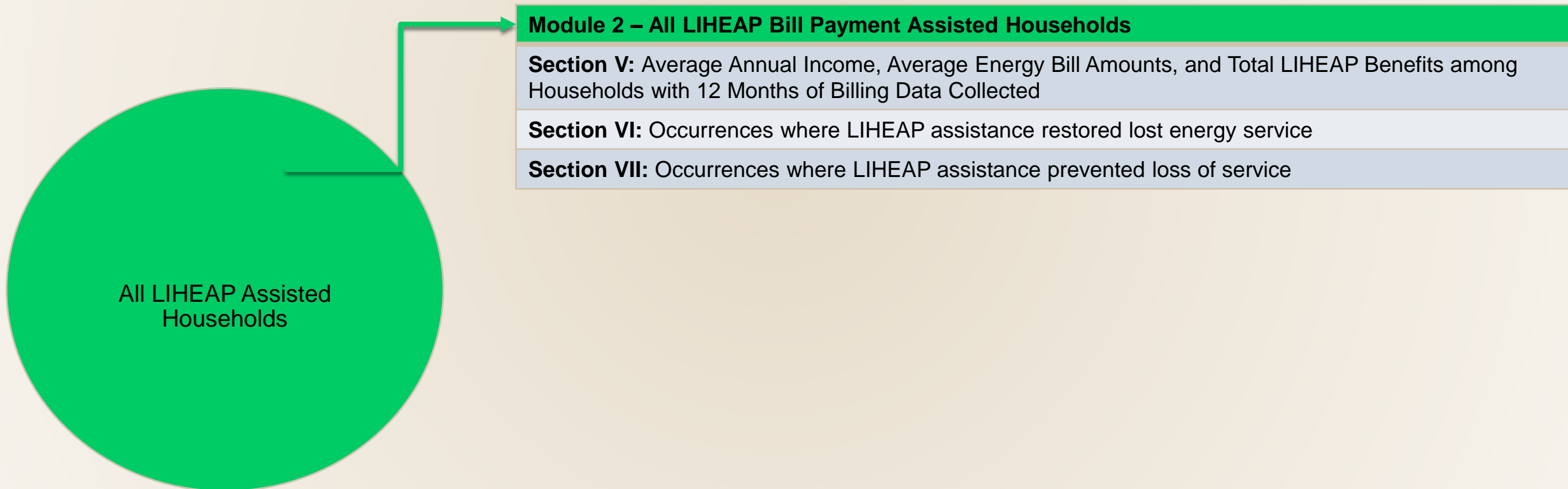
- The Performance Measures have been submitted by state grantees since 2016 in Module 2 of the LIHEAP Performance Data Form.
- The Performance Measures provide measurable information on annual LIHEAP impacts and targeting performance.
- Three main types of data need to be reported:
  - Section V: Average annual income, benefits, and energy bill amounts for a sample of households.
  - Section VI: Occurrences where LIHEAP assistance restored lost energy service.
  - Section VII: Occurrences where LIHEAP assistance prevented loss of service.
- **The data provide grantees with information to help with Performance Management.**



# Module 2 Performance Measures

## *New Tabs for Reporting CARES & ARPA Funds*

- Until now, Module 2 has consisted of just one tab.

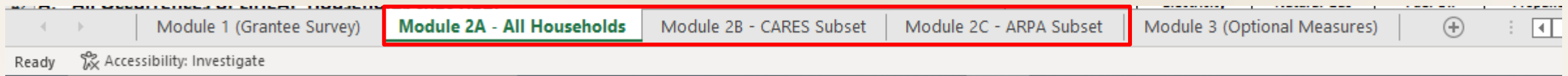




# Module 2 Performance Measures

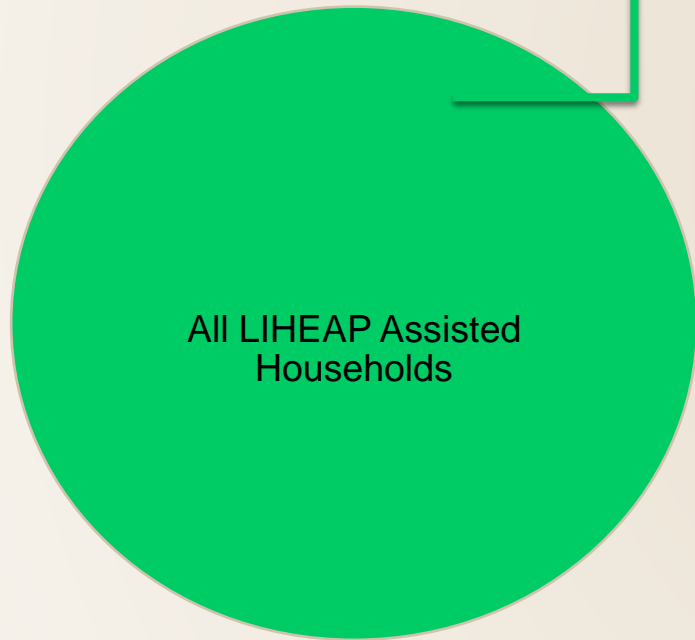
## *New Tabs for Reporting CARES & ARPA Funds*

- However, for FY 2021, you'll notice that OCS has added two new tabs to Module 2 that ask grantees to submit additional information:
  - Module 2B – Identify and filter to the subset of households who received CARES benefits and produce the Performance Measures summary statistics.
  - Module 2C – Identify and filter to the subset of households who received ARPA benefits and produce the Performance Measures summary statistics.
- This **does not** mean making new or additional vendor requests. Instead, it means identifying and filtering to CARES and ARPA households and benefits to produce the same statistics for these subgroups.
- You can find and navigate between all three of the Module 2 tabs at the bottom of the Excel Spreadsheet.



# Module 2 Performance Measures

## *New Tabs for Reporting CARES & ARPA Funds*



### Module 2A – All LIHEAP Bill Payment Assisted Households (All Federal Funds)

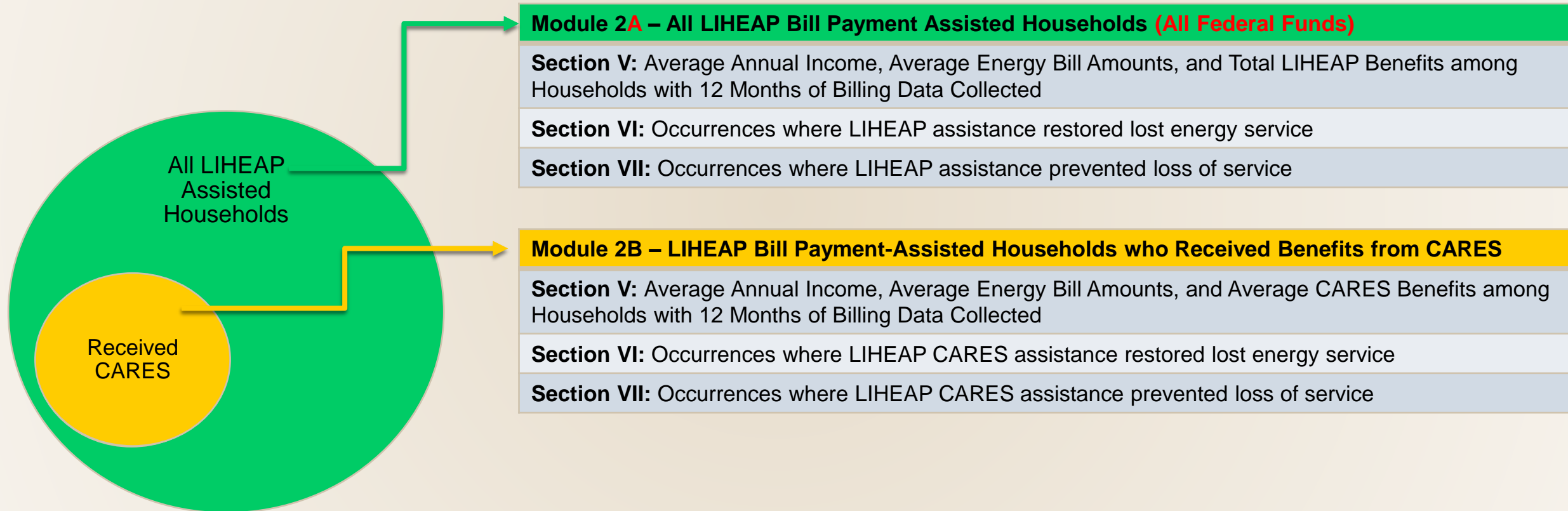
**Section V:** Average Annual Income, Average Energy Bill Amounts, and Total LIHEAP Benefits among Households with 12 Months of Billing Data Collected

**Section VI:** Occurrences where LIHEAP assistance restored lost energy service

**Section VII:** Occurrences where LIHEAP assistance prevented loss of service

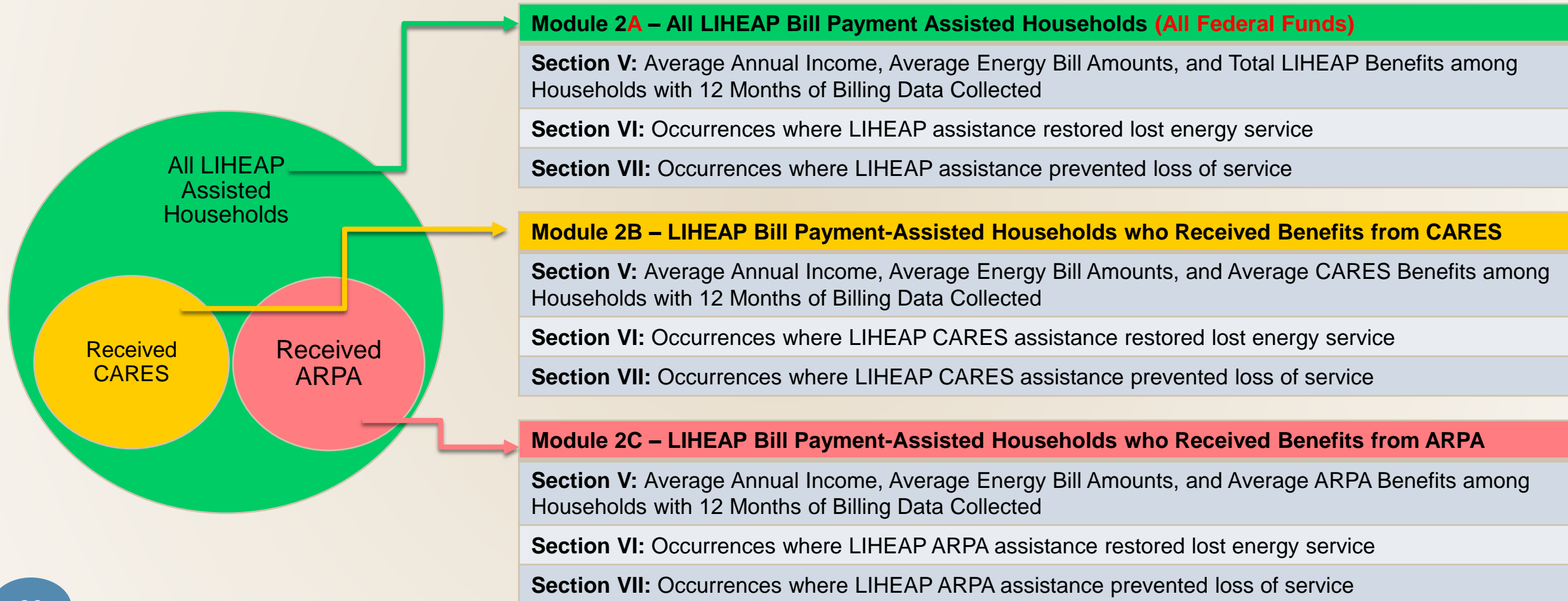
# Module 2 Performance Measures

## *New Tabs for Reporting CARES & ARPA Funds*



# Module 2 Performance Measures

## *New Tabs for Reporting CARES & ARPA Funds*



# Module 2 Section V

## Energy Burden Targeting



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

# Module 2 Section V

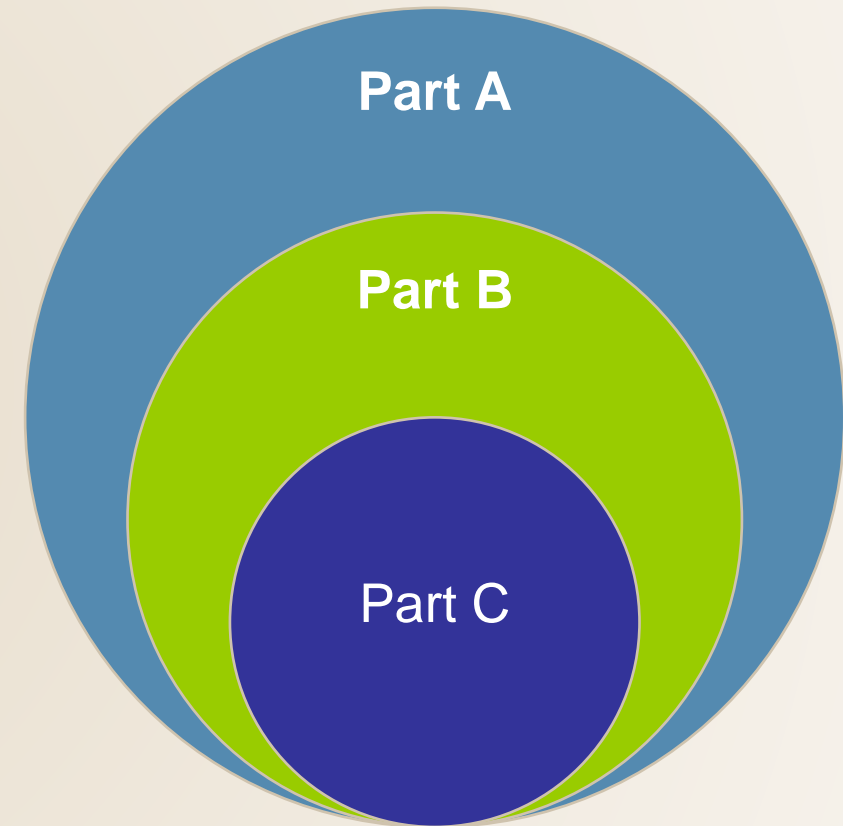
## *Purpose*

- Section V collects data to understand how LIHEAP benefits impact **Energy Burden** and how well benefits are targeted to households with higher energy burdens.
- **Change in Energy Burden** - How much is energy burden reduced as a result of receiving LIHEAP bill-payment assistance? How does this vary by main heating type?
- **Benefit Targeting Index** – Are high burden households receiving LIHEAP benefits that are higher, lower, or about the same as all households?
- **Burden Reduction Targeting Index** – Do high burden households have a greater, equal, or lesser share of their energy bill paid as a result of receiving LIHEAP bill-payment assistance than all households?

# Module 2 Section V

## *Purpose*

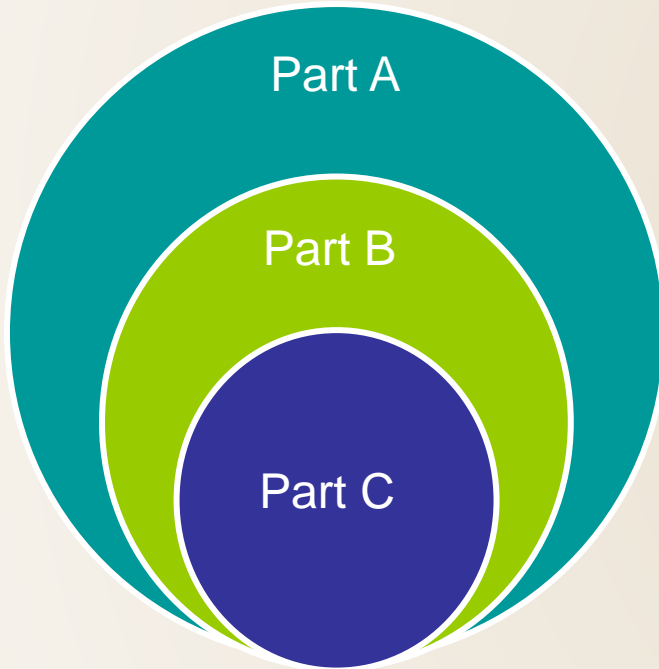
- Section V categorizes LIHEAP assisted households into three groups:
  - **Part A:** All LIHEAP bill payment-assisted households.
  - **Part B:** LIHEAP bill payment-assisted households with billing data collected.
  - **Part C:** High burden LIHEAP bill payment-assisted households with billing data collected.
- Households in group B are a subset of the households in group A.
- Households in group C are a subset of the households in group B.
- The purpose is to compare results for households in group B to group C.





# Module 2 Section V

## Reporting Data: Part A



V. ENERGY BURDEN TARGETING						
	All Households	Bill Payment-Assisted Household Main Fuel				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
<b>A. Unduplicated Number of LIHEAP Bill Payment-Assisted Households</b>	117,221	14,719	78,366	4,877	16,961	2,298
<b>B. Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)</b>						
1. Unduplicated Number of Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	82,814	13,195	50,026	4,145	13,617	1,831
2. Average Annual Household Income	\$20,213	\$18,722	\$20,804	\$18,588	\$20,040	\$19,798
3. Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits)	\$859	\$919	\$668	\$1,559	\$1,243	\$1,191
4. Average Annual Main Heating Fuel Bill	\$1,135	\$1,981	\$794	\$1,676	\$1,388	\$1,260
5. Average Annual Electricity Bill	\$1,113	\$0	\$1,185	\$1,658	\$1,693	\$1,613
6. Average Annual Total Residential Energy Bill	\$2,248	\$1,981	\$1,979	\$3,334	\$3,081	\$2,873
7. Average Annual Burden Before Receiving LIHEAP	11.1%	10.6%	9.5%	17.9%	15.4%	14.5%
8. Average Annual Burden After Receiving LIHEAP	6.9%	5.7%	6.3%	9.5%	9.2%	8.5%
9. Average Percentage Point Change in Energy Burden	4.2%	4.9%	3.2%	8.4%	6.2%	6.0%
10. Average Percentage Reduction in Energy Burden	38.2%	46.4%	33.8%	46.8%	40.3%	41.5%
<b>C. High Burden Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)</b>						
1. Unduplicated Number of High Burden Households (Top 25%) with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	20,704	3,038	9,566	1,908	5,489	703
2. Average Annual Household Income for High Burden Households	\$8,378	\$7,523	\$6,880	\$10,918	\$10,561	\$8,517
3. Average Annual Total LIHEAP Benefit per High Burden Household (including Heating, Cooling, Crisis, Supplemental Benefits)	\$1,177	\$1,326	\$843	\$1,736	\$1,459	\$1,358
4. Average Annual Main Heating Fuel Bill for High Burden Households	\$1,434	\$2,727	\$891	\$1,847	\$1,531	\$1,361
5. Average Annual Electricity Bill for High Burden Households	\$1,424	\$0	\$1,455	\$2,066	\$1,888	\$1,786
6. Average Annual Total Residential Energy Bill for High Burden Households	\$2,858	\$2,727	\$2,346	\$3,913	\$3,419	\$3,147
7. Average Annual Burden Before Receiving LIHEAP for High Burden Households	34.1%	36.2%	34.1%	35.8%	32.4%	36.9%
8. Average Annual Burden After Receiving LIHEAP for High Burden Households	20.1%	18.6%	21.8%	19.9%	18.6%	21.0%
9. Average Percentage Point Change in Energy Burden for High Burden Households	14.0%	17.6%	12.3%	15.9%	13.8%	15.9%
10. Average Percentage Reduction in Energy Burden for High Burden Households	41.2%	48.6%	35.9%	44.4%	42.7%	43.2%



# Module 2A

## Section V Part A

### V. ENERGY BURDEN TARGETING

		Bill Payment-Assisted Household Main Fuel				
	All Households	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
A. Unduplicated Number of LIHEAP Bill Payment-Assisted Households	117,221	14,719	78,366	4,877	16,961	2,298

- **Module 2A, Part A** should report the total number of LIHEAP Households, by main heating fuel type, who received some sort of Bill Payment Assisted Households from either Regular LIHEAP Funds, LIHEAP CARES Funds, or LIHEAP ARPA funds (or some combination).
- **LIHEAP Bill Payment-Assisted Households** – Any household provided with a LIHEAP benefit used to pay a share of a household’s energy bills and utility deposits.
  - **This should include:**
    - Households receiving heating, cooling, and crisis assistance benefits to pay a share of a household’s energy bills or utility deposits.
    - Households receiving Heat-in-Rent payments.
  - **This should exclude:**
    - Households receiving only LIHEAP weatherization assistance or energy-related equipment repair or replacement services.
    - SNAP households that only received a nominal LIHEAP benefit (if applicable).

## Module 2 Section V

### Reporting Data: Part A

- Report on all households that received LIHEAP Bill Payment Assistance during the fiscal year (Regular Block Grant Funds, and/or CARES Act Funds, and/or ARPA funds), by main heating fuel type.
- Households that received Bill Payment Assistance but have an unknown main heating fuel type should go in the “Other Fuels” column. Please note the number of households for whom the main heating fuel was not known in the notes section at the end of the form.
- This should match Line 14 of your Household Report.

V. ENERGY BURDEN TARGETING						
		Bill Payment-Assisted Household Main Fuel				
	All Households	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
A. Unduplicated Number of LIHEAP Bill Payment-Assisted Households	117,221	14,719	78,366	4,877	16,961	2,298

Auto-calculated

Report Here

Presenter(s):  
Connor Priest

# Module 2B & 2C

## Section V: Part A

**Part A** for **Module 2B** and **Module 2C** should follow the same procedure as Module 2A, Part A except that they should only focus on the households who received Bill Payment Assistance from CARES and ARPA funds respectively.

- Module 2B, Part A** should report the number of LIHEAP Households, by main heating fuel type, who received some sort of Bill Payment Assisted Households from LIHEAP CARES Funds.

		Bill Payment-Assisted Household Main Fuel				
	All Households	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
A. Unduplicated Number of Household that Received Supplemental CARES Assistance, Alone or in Combination with Other Sources of Funding	23,444	2,944	15,673	975	3,392	460

Auto-calculated

Report Here

- Module 2C, Part A** should report the number of LIHEAP Households, by main heating fuel type, who received some sort of Bill Payment Assisted Households from LIHEAP ARPA Funds.

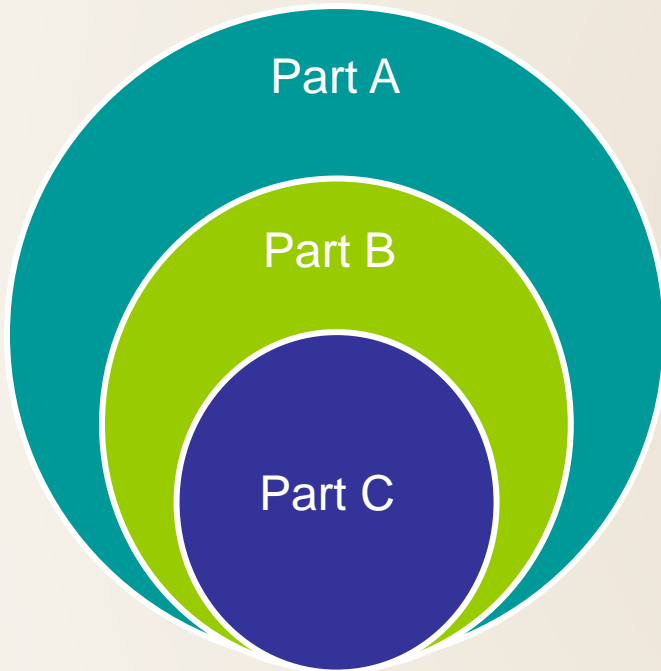
		Bill Payment-Assisted Household Main Fuel				
	All Households	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
A. Unduplicated Number of Household that Received Supplemental ARPA Assistance, Alone or in Combination with Other Sources of Funding	38,683	4,857	25,861	1,609	5,597	758

Auto-calculated

Report Here

# Module 2A Section V

## Section V: Part B



V. ENERGY BURDEN TARGETING						
		Bill Payment-Assisted Household Main Fuel				
	All Households	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
<b>A. Unduplicated Number of LIHEAP Bill Payment-Assisted Households</b>	117,221	14,719	78,366	4,877	16,961	2,298
<b>B. Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)</b>						
1. Unduplicated Number of Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	82,814	13,195	50,026	4,145	13,617	1,831
2. Average Annual Household Income	\$20,213	\$18,722	\$20,804	\$18,588	\$20,040	\$19,798
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4. Average Annual Main Heating Fuel Bill	\$1,135	\$1,981	\$794	\$1,676	\$1,388	\$1,260
5. Average Annual Electricity Bill	\$1,113	\$0	\$1,185	\$1,658	\$1,693	\$1,613
6. Average Annual Total Residential Energy Bill	\$2,248	\$1,981	\$1,979	\$3,334	\$3,081	\$2,873
7. Average Annual Burden Before Receiving LIHEAP	11.1%	10.6%	9.5%	17.9%	15.4%	14.5%
8. Average Annual Burden After Receiving LIHEAP	6.9%	5.7%	6.3%	9.5%	9.2%	8.5%
9. Average Percentage Point Change in Energy Burden	4.2%	4.9%	3.2%	8.4%	6.2%	6.0%
10. Average Percentage Reduction in Energy Burden	38.2%	46.4%	33.8%	46.8%	40.3%	41.5%
<b>C. High Burden Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)</b>						
1. Unduplicated Number of High Burden Households (Top 25%) with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	20,704	3,038	9,566	1,908	5,489	703
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4. Average Annual Main Heating Fuel Bill for High Burden Households	\$1,434	\$2,727	\$891	\$1,847	\$1,531	\$1,361
5. Average Annual Electricity Bill for High Burden Households	\$1,424	\$0	\$1,455	\$2,066	\$1,888	\$1,786
6. Average Annual Total Residential Energy Bill for High Burden Households	\$2,858	\$2,727	\$2,346	\$3,913	\$3,419	\$3,147
7. Average Annual Burden Before Receiving LIHEAP for High Burden Households	34.1%	36.2%	34.1%	35.8%	32.4%	36.9%
8. Average Annual Burden After Receiving LIHEAP for High Burden Households	20.1%	18.6%	21.8%	19.9%	18.6%	21.0%
9. Average Percentage Point Change in Energy Burden for High Burden Households	14.0%	17.6%	12.3%	15.9%	13.8%	15.9%
10. Average Percentage Reduction in Energy Burden for High Burden Households	41.2%	48.6%	35.9%	44.4%	42.7%	43.2%

# Module 2A Section V

## Section V: Part B

- For a household to be included in Section V, Part B you must have the following information for that household:

Data Element	Source
Main Heating Fuel Type	Program Data /Client Application
Annual Household Income	Program Data /Client Application
Annual Total LIHEAP Bill-Payment Assistance Benefit(s)	Program Data
Total Annual Main Heating Fuel Bill	Vendor Requests
Total Annual Electric Bill (if electricity is not the main heating source)	Vendor Requests

- This means that you need to collect billing data for a sample of your households by requesting that information from energy vendors.
- Grantees should follow these steps to request and collect their vendor data:
  - Identify the top energy vendors for each fuel
  - Request data from the sample of vendors. (e.g. getting the vendor data)
  - Review the returned vendor data.
- Note: This step is not affected by the additions to Module 2.

# Module 2A Section V

## Section V: Part B

Data Element	Source
Main Heating Fuel Type	Program Data /Client Application
Annual Household Income	Program Data /Client Application
Annual Total LIHEAP Bill-Payment Assistance Benefit(s)	Program Data
Total Annual Main Heating Fuel Bill	Vendor Requests
Total Annual Electric Bill (if electricity is not the main heating source)	Vendor Requests

- Since these data elements come from various sources, you will need to combine your Program Data and Vendor data together to form a single dataset.
- After combining, identify and keep only the households with complete energy bill data. These are households for whom you collected *both* 12 months of main heating bills *AND* 12 months of electric bills.
  - For example, households heating with natural gas need to have their annual gas bill amount *AND* their annual electric bill amount.



# Module 2A

## Section V: Part B – Item 1

- In **Part B, Item 1**, report an unduplicated count of all LIHEAP bill payment-assisted households *with complete data*, by main heating fuel type.
- Report households only in the fuel type columns. The “All Households” field in Line 1 is **auto-calculated** from the counts reported for each main heating fuel type and “locked” to prevent editing.

Auto-calculated

Report Here

B. Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)

1. Unduplicated Number of Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	82,814	13,195	50,026	4,145	13,617	1,831
2. Average Annual Household Income	\$20,213	\$18,722	\$20,804	\$18,588	\$20,040	\$19,798
3. Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits)	\$859	\$919	\$668	\$1,559	\$1,243	\$1,191
4. Average Annual Main Heating Fuel Bill	\$1,135	\$1,981	\$794	\$1,676	\$1,388	\$1,260
5. Average Annual Electricity Bill	\$1,113	\$0	\$1,185	\$1,658	\$1,693	\$1,613
6. Average Annual Total Residential Energy Bill	\$2,248	\$1,981	\$1,979	\$3,334	\$3,081	\$2,873
7. Average Annual Burden Before Receiving LIHEAP	11.1%	10.6%	9.5%	17.9%	15.4%	14.5%
8. Average Annual Burden After Receiving LIHEAP	6.9%	5.7%	6.3%	9.5%	9.2%	8.5%
9. Average Percentage Point Change in Energy Burden	4.2%	4.9%	3.2%			
10. Average Percentage Reduction in Energy Burden	38.2%	46.4%	33.8%			

Presenter(s):  
Connor Priest

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Presenter(s):  
Connor Priest



# Module 2A

## Section V: Part B – Item 2

- In **Part B, Item 2**, report the average annual household income for households in Part B.
- Steps to remember:
  - All households reported in line 1 should be used in this calculation, including households with very low or zero income.
  - Report the *gross* household income.
  - Remember to verify that each client has an annual income amount. If income is monthly or quarterly, convert to an annual income amount.

B. Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)						
1. Unduplicated Number of Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	82,814	13,195	50,026	4,145	13,617	1,831
2. Average Annual Household Income	\$20,213	\$18,722	\$20,804	\$18,588	\$20,040	\$19,798
3. Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits)	\$859	\$919	\$668	\$1,559	\$1,243	\$1,191
4. Average Annual Main Heating Fuel Bill	\$1,135	\$1,981	\$794	\$1,676	\$1,388	\$1,260
5. Average Annual Electricity Bill	\$1,113	\$0	\$1,185	\$1,658	\$1,693	\$1,613
6. Average Annual Total Residential Energy Bill	\$2,248	\$1,981	\$1,979	\$3,334	\$3,081	\$2,873
7. Average Annual Burden Before Receiving LIHEAP	11.1%	10.6%	9.5%	17.9%	15.4%	14.5%
8. Average Annual Burden After Receiving LIHEAP	6.9%	5.7%	6.3%	8.5%	8.3%	8.5%
9. Average Percentage Point Change in Energy Burden	4.2%	4.9%	3.2%			
10. Average Percentage Reduction in Energy Burden	38.2%	46.4%	33.8%			

Auto-calculated

Report Here

Presenter(s):  
Melissa Torgerson

# Module 2A

## Section V: Part B – Item 3

- In **Part B, Item 3**, report the average annual total LIHEAP benefit per household for households in your Part B sample.
- Steps to remember:
  - All households reported in line 1 should be used in this calculation.
  - Add up all bill payment assistance benefits a household received prior to calculating the average amount for each group.
  - Exclude non-bill payment assistance (weatherization, equipment repair, etc.)

B. Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)				Auto-calculated		Report Here	
1. Unduplicated Number of Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	82,814	13,195	50,026	4,145	13,617	1,831	
2. Average Annual Household Income	\$20,213	\$18,722	\$20,804	\$18,588	\$20,040	\$19,798	
3. Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits)	\$859	\$919	\$668	\$1,559	\$1,243	\$1,191	
4. Average Annual Main Heating Fuel Bill	\$1,135	\$1,981	\$794	\$1,676	\$1,388	\$1,260	
5. Average Annual Electricity Bill	\$1,113	\$0	\$1,185	\$1,658	\$1,693	\$1,613	
6. Average Annual Total Residential Energy Bill	\$2,248	\$1,981	\$1,979	\$3,334	\$3,081	\$2,873	
7. Average Annual Burden Before Receiving LIHEAP	11.1%	10.6%	9.5%	17.9%	15.4%	14.5%	
8. Average Annual Burden After Receiving LIHEAP	6.9%	5.7%	6.3%	8.5%	8.3%	8.5%	
9. Average Percentage Point Change in Energy Burden	4.2%	4.9%	3.2%				
10. Average Percentage Reduction in Energy Burden	38.2%	46.4%	33.8%				

Presenter(s):  
Connor Priest

# Module 2A

## Section V: Part B – Item 4

- In **Part B, Item 4**, report the average annual main heating bill for households in your Part B sample.
- Steps to remember:
  - This data is collected from a sample of energy vendors.
  - This should include all required customer payments, such as monthly service charge, usage charge and taxes.
  - Exclude optional charges, such as equipment service plans.
  - For electricity main-heat households, the electricity bill *is* the main heating fuel bill, and should be reported in this line.

B. Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)				Auto-calculated		Report Here	
1. Unduplicated Number of Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	82,814	13,195	50,026	4,145	13,617	1,831	
2. Average Annual Household Income	\$20,213	\$18,722	\$20,804	\$18,588	\$20,040	\$19,798	
3. Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits)	\$859	\$919	\$668	\$1,559	\$1,243	\$1,191	
4. Average Annual Main Heating Fuel Bill	\$1,135	\$1,981	\$794	\$1,676	\$1,388	\$1,260	
5. Average Annual Electricity Bill	\$1,113	\$0	\$1,185	\$1,658	\$1,693	\$1,613	
6. Average Annual Total Residential Energy Bill	\$2,248	\$1,981	\$1,979	\$3,334	\$3,081	\$2,873	
7. Average Annual Burden Before Receiving LIHEAP	11.1%	10.6%	9.5%	17.9%	15.4%	14.5%	
8. Average Annual Burden After Receiving LIHEAP	6.9%	5.7%	6.3%	8.5%	8.3%	8.5%	
9. Average Percentage Point Change in Energy Burden	4.2%	4.9%	3.2%				
10. Average Percentage Reduction in Energy Burden	38.2%	46.4%	33.8%				

Presenter(s):  
Melissa Torgerson

# Module 2A

## Section V: Part B – Item 5

- In **Part B, Item 5**, report the average annual electricity bill for households in your Part B sample.
- Steps to remember:
  - This data is collected from a sample of electricity vendors.
  - This should include all required customer payments, such as monthly service charge, usage charge and taxes.
  - Exclude optional charges, such as equipment service plans.
  - For electricity main-heat households, report \$0 here and include the average in Line 4 (per the previous slide).

B. Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)				Auto-calculated		Report Here	
1. Unduplicated Number of Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	82,814	13,195	50,026	4,145	13,617	1,831	
2. Average Annual Household Income	\$20,213	\$18,722	\$20,804	\$18,588	\$20,040	\$19,798	
3. Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits)	\$859	\$919	\$668	\$1,559	\$1,243	\$1,191	
4. Average Annual Main Heating Fuel Bill	\$1,135	\$1,981	\$794	\$1,676	\$1,388	\$1,260	
5. Average Annual Electricity Bill	\$1,113	\$0	\$1,185	\$1,658	\$1,693	\$1,613	
6. Average Annual Total Residential Energy Bill	\$2,248	\$1,981	\$1,979	\$3,334	\$3,081	\$2,873	
7. Average Annual Burden Before Receiving LIHEAP	11.1%	10.6%	9.5%	17.9%	15.4%	14.5%	
8. Average Annual Burden After Receiving LIHEAP	6.9%	5.7%	6.3%	8.5%	8.3%	8.5%	
9. Average Percentage Point Change in Energy Burden	4.2%	4.9%	3.2%				
10. Average Percentage Reduction in Energy Burden	38.2%	46.4%	33.8%				

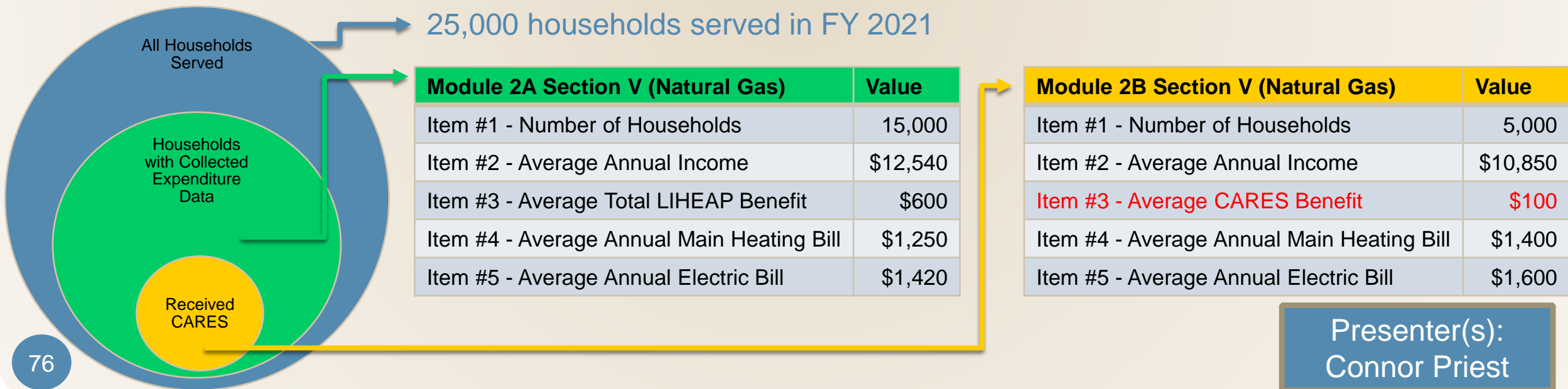
Presenter(s):  
Melissa Torgerson



# Module 2B

## Section V: Part B

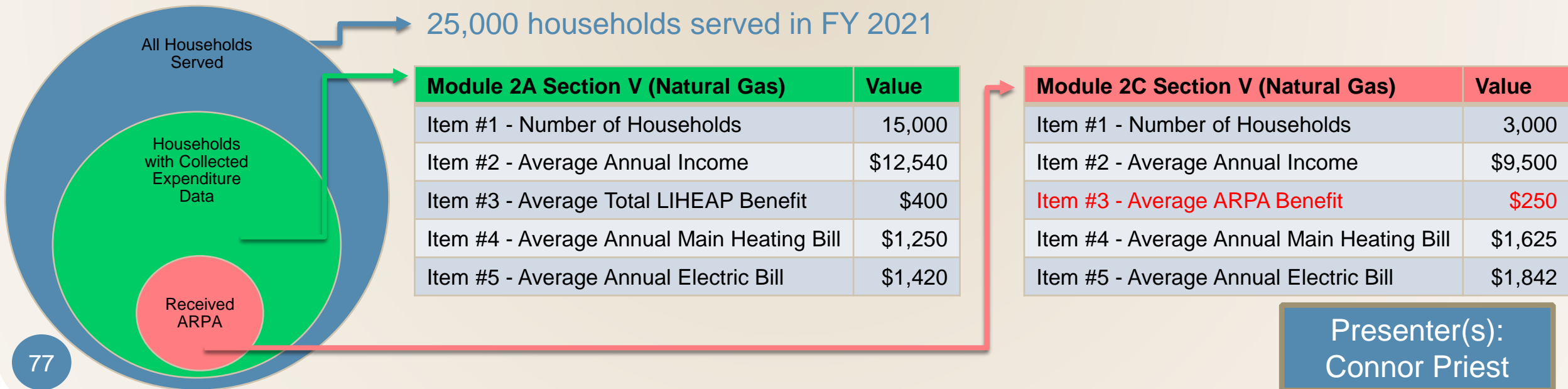
- To complete **Part B** on the tab for **Module 2B (CARES Subset)** you simply need to take the Part B sample you found for Module 2A and drop any households who did NOT receive a least a partial bill-payment assistance benefit that was funded by CARES.
- Once you have this Module 2B, Part B Sample, you can just calculate the summary statistics necessary to reports on Items 1, 2, 4, and 5 using the same procedure as you used for Module 2A.
- The only difference is the for **Module 2B, Part B, Item 3** you should only include the household's benefit (or portion of their benefit) that came from CARES funds.



# Module 2C

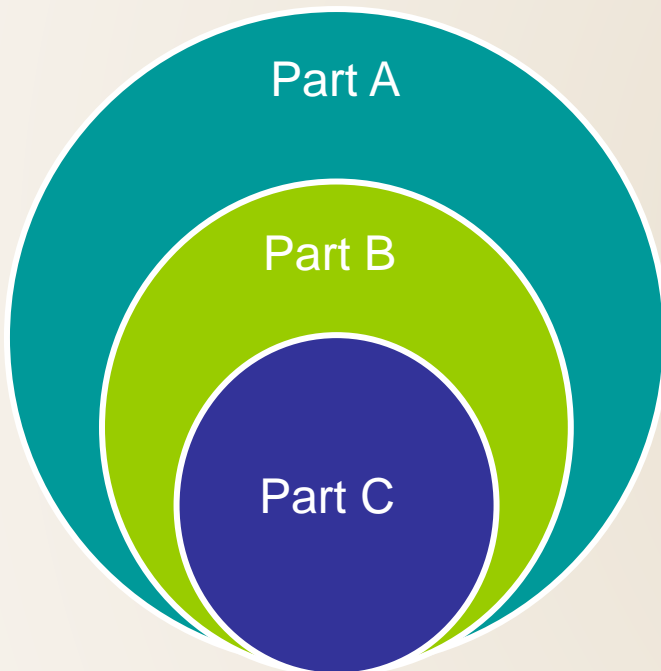
## Section V: Part B

- To complete **Part B** on the tab for **Module 2C (ARPA Subset)** you simply need to take the Part B sample you found for Module 2A and drop any households who did NOT receive a least a partial bill-payment assistance benefit that was funded by ARPA.
- Once you have this Module 2C, Part B Sample, you can just calculate the summary statistics necessary to report on Items 1, 2, 4, and 5 using the same procedure as you used for Module 2A.
- The only difference is that for **Module 2C, Part B, Item 3** you should only include the household's benefit (or portion of their benefit) that came from ARPA funds.



# Module 2

## Section V: Part C



V. ENERGY BURDEN TARGETING						
		Bill Payment-Assisted Household Main Fuel				
	All Households	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
<b>A. Unduplicated Number of LIHEAP Bill Payment-Assisted Households</b>	117,221	14,719	78,366	4,877	16,961	2,298
<b>B. Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)</b>						
1. Unduplicated Number of Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	82,814	13,195	50,026	4,145	13,617	1,831
2. Average Annual Household Income	\$20,213	\$18,722	\$20,804	\$18,588	\$20,040	\$19,798
3. Average Annual Total LIHEAP Benefit per Household (including Heating, Cooling, Crisis, Supplemental Benefits)	\$859	\$919	\$668	\$1,559	\$1,243	\$1,191
4. Average Annual Main Heating Fuel Bill	\$1,135	\$1,981	\$794	\$1,676	\$1,388	\$1,260
5. Average Annual Electricity Bill	\$1,113	\$0	\$1,185	\$1,658	\$1,693	\$1,613
6. Average Annual Total Residential Energy Bill	\$2,248	\$1,981	\$1,979	\$3,334	\$3,081	\$2,873
7. Average Annual Burden Before Receiving LIHEAP	11.1%	10.6%	9.5%	17.9%	15.4%	14.5%
8. Average Annual Burden After Receiving LIHEAP	6.9%	5.7%	6.3%	9.5%	9.2%	8.5%
9. Average Percentage Point Change in Energy Burden	4.2%	4.9%	3.2%	8.4%	6.2%	6.0%
10. Average Percentage Reduction in Energy Burden	38.2%	46.4%	33.8%	46.8%	40.3%	41.5%
<b>C. High Burden Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)</b>						
1. Unduplicated Number of High Burden Households (Top 25%) with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	20,704	3,038	9,566	1,908	5,489	703
2. Average Annual Household Income for High Burden Households	\$8,378	\$7,523	\$6,880	\$10,918	\$10,561	\$8,517
3. Average Annual Total LIHEAP Benefit per High Burden Household (including Heating, Cooling, Crisis, Supplemental Benefits)	\$1,177	\$1,326	\$843	\$1,736	\$1,459	\$1,358
4. Average Annual Main Heating Fuel Bill for High Burden Households	\$1,434	\$2,727	\$891	\$1,847	\$1,531	\$1,361
5. Average Annual Electricity Bill for High Burden Households	\$1,424	\$0	\$1,455	\$2,066	\$1,888	\$1,786
6. Average Annual Total Residential Energy Bill for High Burden Households	\$2,858	\$2,727	\$2,346	\$3,913	\$3,419	\$3,147
7. Average Annual Burden Before Receiving LIHEAP for High Burden Households	34.1%	36.2%	34.1%	35.8%	32.4%	36.9%
8. Average Annual Burden After Receiving LIHEAP for High Burden Households	20.1%	18.6%	21.8%	19.9%	18.6%	21.0%
9. Average Percentage Point Change in Energy Burden for High Burden Households	14.0%	17.6%	12.3%	15.9%	13.8%	15.9%
10. Average Percentage Reduction in Energy Burden for High Burden Households	41.2%	48.6%	35.9%	44.4%	42.7%	43.2%



# Module 2A

## Section V: Part C

- **Module 2A, Section V, Part C** reports the same information as Part B, except that the Part C sample will be limited to *High Burden Households*.
- For the Performance Data Form, High Burden has a specific definition:
  - **High Burden** = The top 25 percent of households from Part B with the highest calculated energy burden.

### C. High Burden Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)

1. Unduplicated Number of High Burden Households (Top 25%) with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	20,704	3,038	9,566	1,908	5,489	703
2. Average Annual Household Income for High Burden Households	\$8,378	\$7,523	\$6,880	\$10,918	\$10,561	\$8,517
3. Average Annual Total LIHEAP Benefit per High Burden Household (including Heating, Cooling, Crisis, Supplemental Benefits)	\$1,177	\$1,326	\$843	\$1,736	\$1,459	\$1,358
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7. Average Annual Burden Before Receiving LIHEAP for High Burden Households	34.1%	36.2%	34.1%	35.8%	32.4%	36.9%
8. Average Annual Burden After Receiving LIHEAP for High Burden Households	20.1%	18.6%	21.8%	19.9%	18.6%	21.0%
9. Average Percentage Point Change in Energy Burden for High Burden Households	14.0%	17.6%	12.3%	15.9%	13.8%	15.9%
10. Average Percentage Reduction in Energy Burden for High Burden Households	41.2%	48.6%	35.9%	44.4%	42.7%	43.2%

# Module 2A Section V

## *Part C*

To identify the “high burden” households, follow these steps:

1. For each household in Part B, calculate their total residential energy bill (the sum of their main heating bill + their electricity bill).
2. Calculate energy burden for each household.
3. Assign a value of 100% burden to households with \$0 income or with calculated burden above 100%.
4. Sort the combined set of ALL households from highest to lowest energy burden.
5. Draw the top 25% of households with the highest energy burden, regardless of fuel type.
6. Produce the same statistics using just the households drawn.

# Module 2A

## Section V: Part C

Household ID	Main Heating Fuel	Annual Income	Step 1: Annual Total Residential Energy Bill	Step 2: Energy Burden
Household 5	Electricity	\$0	\$1,000	100%
Household 2	Fuel Oil	\$10,000	\$3,000	30%
Household 1	Propane	\$16,000	\$4,000	25%
Household 8	Natural Gas	\$10,000	\$1,500	15%
Household 7	Fuel Oil	\$24,000	\$2,400	10%
Household 6	Electricity	\$10,000	\$800	8%
Household 3	Electricity	\$15,000	\$1,200	8%
Household 4	Natural Gas	\$30,000	\$1,800	6%

**Step 5:**  
Top 25%  
Selected

**Step 3:** Zero-  
Income Household  
was assigned 100%  
energy burden

**Step 4:** Households  
sorted by energy burden

Presenter(s):  
Melissa Torgerson

# Module 2A

## Section V: Part C

- Once you have your Part C sample, you should complete Module 2A, Section V, Part C Items 1-5 using the same line-by-line instructions as were used for Part B Items 1-5.

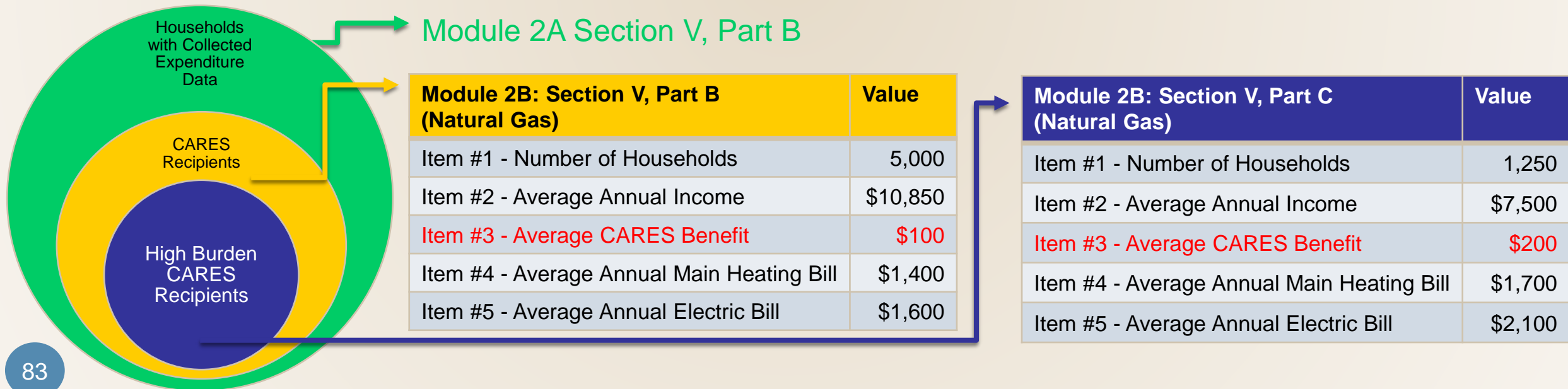
### C. High Burden Households with 12 Consecutive Months of Bill Data (Main Fuel and Electric)

1. Unduplicated Number of High Burden Households (Top 25%) with 12 Consecutive Months of Bill Data (Main Fuel and Electric)	20,704	3,038	9,566	1,908	5,489	703
2. Average Annual Household Income for High Burden Households	\$8,378	\$7,523	\$6,880	\$10,918	\$10,561	\$8,517
3. Average Annual Total LIHEAP Benefit per High Burden Household (including Heating, Cooling, Crisis, Supplemental Benefits)	\$1,177	\$1,326	\$843	\$1,736	\$1,459	\$1,358
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7. Average Annual Burden Before Receiving LIHEAP for High Burden Households	34.1%	36.2%	34.1%	35.8%	32.4%	36.9%
8. Average Annual Burden After Receiving LIHEAP for High Burden Households	20.1%	18.6%	21.8%	19.9%	18.6%	21.0%
9. Average Percentage Point Change in Energy Burden for High Burden Households	14.0%	17.6%	12.3%	15.9%	13.8%	15.9%
10. Average Percentage Reduction in Energy Burden for High Burden Households	41.2%	48.6%	35.9%	44.4%	42.7%	43.2%

# Module 2B

## Section V: Part B

- To complete **Part C** on the tab for **Module 2B (CARES Subset)** you simply need to take the Part B sample you found earlier for that same tab and then filter down to the top 25% of households with the highest burdens using the instructions just presented for Module 2A, Part C.
- Once you have this Module 2B, Part C Sample, you can just calculate the summary statistics necessary to reports on Items 1, 2, 4, and 5 using the same procedure as you used for Module 2A.
- The only difference is the for **Module 2B, Part C, Item 3** you should only include the household's benefit (or portion of their benefit) that came from CARES funds.

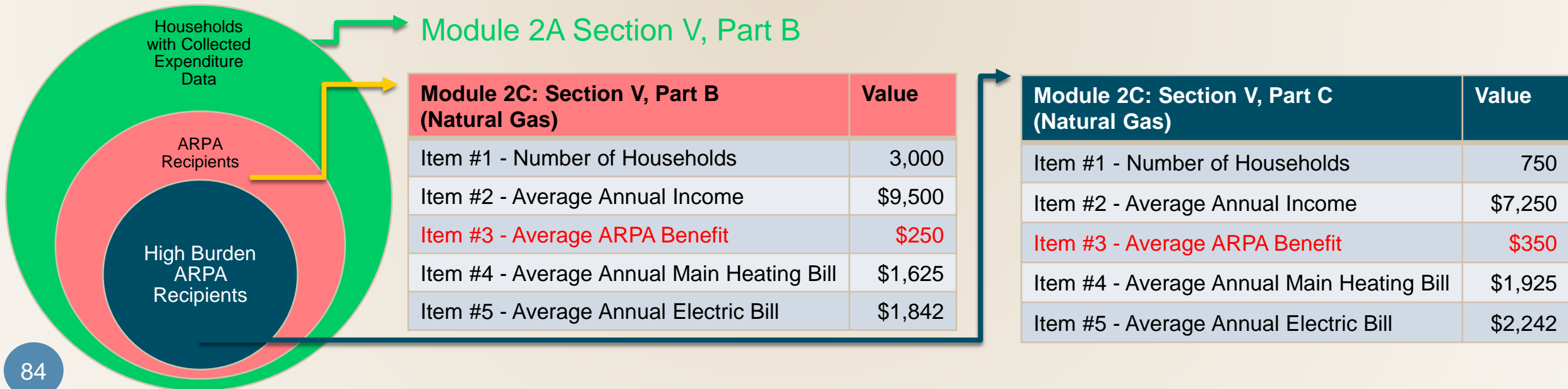




# Module 2C

## Section V: Part B

- To complete **Part C** on the tab for **Module 2C (ARPA Subset)** you simply need to take the Part B sample you found earlier for that same tab and then filter down to the top 25% of households with the highest burdens using the instructions just presented for Module 2A, Part C.
- Once you have this Module 2C, Part C Sample, you can just calculate the summary statistics necessary to reports on Items 1, 2, 4, and 5 using the same procedure as you used for Module 2A.
- The only difference is the for **Module 2B, Part C, Item 3** you should only include the household's benefit (or portion of their benefit) that came from ARPA funds.



# Module 2 Section V

## *Reporting Data: Part D*

- **Section V, Part D** is auto-calculated using the information in Sections B and C.
- The **benefit targeting index** for high burden households quantifies how LIHEAP benefits are targeted to high burden households compared to all households.
  - For example, a score of 138 means 38% higher benefits to high burden households.

D. Benefit Targeting Index for High Burden Households:	137	144	126	111	117	114
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Score Results	Score Interpretation
Less than 100	The average benefit amount provided to High Burden households is less than the average benefit amount provided to all households.
100	The average benefit amount provided to High Burden households is equal to the average benefit amount provided to all households.
Greater than 100	The average benefit amount provided to High Burden households is greater than the average benefit amount provided to all households.

Presenter(s):  
Melissa Torgerson



# Module 2 Section V

## *Reporting Data: Part E*

- **Section V, Part E** is auto-calculated using the information in Parts B and C.
- The **burden reduction targeting index** for high burden households quantifies whether LIHEAP pays a greater share of the energy bill (and reduces energy burden by a greater percentage) for high burden households compared to the average household receiving LIHEAP.
  - For example, a score of 90 means 10% less share of the energy bill for high burden households.

<b>E. Burden Reduction Targeting Index for High Burden Households:</b>	108	105	106	95	106	104
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Score Results	Score Interpretation
Less than 100	The average share of the energy bill paid by the LIHEAP program for High Burden households is less than the share paid for all households.
100	The average share of the energy bill paid by the LIHEAP program for High Burden households is equal to the share paid for all households.
Greater than 100	The average share of the energy bill paid by the LIHEAP program for High Burden households is greater than the share paid for all households.

Presenter(s):  
Melissa Torgerson

# **Module 2 Section VI**

## **Restoration of Home Energy Service**



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

# Module 2 Section VI

## *Purpose*

- Module 2A, Section VI requires you to report specific information on the number of occurrences in which **LIHEAP assistance led to the restoration of a household's energy service during the fiscal year.**
- **This includes:**
  - Energy Service Restored After Disconnection
  - Fuel Delivered to Home that Ran Out of Fuel
  - Repair/Replacement of Inoperable Home Energy Equipment
- This is **not** an unduplicated count of households. A household might have had energy service restored more than once in a year and each occurrence should be counted and reported.

# Module 2A

## Section VI: Item 1 – Energy Service Restored After Disconnection

- In **Section VI, Item 1**, report the number of occurrences during the fiscal year in which **LIHEAP assistance led to the restoration of a household's energy service after a disconnection**.
- Steps to Remember:
  - Report based on the *fuel source where the LIHEAP benefit was applied*.
  - Households could have experienced multiple instances in which LIHEAP assistance was used to restore service after a disconnection. Include each occurrence.
  - **Include** electric pre-pay clients whose account ran out of funds, and who had their energy service restored with a LIHEAP benefit. If applicable, include a note.

VI. RESTORATION OF HOME ENERGY SERVICE						
A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Energy Service Restored After Disconnection	2,580	1,931	649			
2. Fuel Delivered to Home that Ran Out of Fuel	1,322			213	871	48
3. Repair/Replacement of Inoperable Home Energy Equipment	910	143	2,716	713	1,788	50

# Module 2A

## Section VI: Item 2 – Fuel Delivered to Home that Ran Out of Fuel

- In **Section VI, Item 2**, Report on the number of occurrences during the fiscal year in which LIHEAP assistance resulted in the delivery of fuel after the household had run out of fuel.
- Steps to Remember:
  - Report based on the *fuel source where the LIHEAP benefit was applied.*
  - Households could have experienced multiple instances in which LIHEAP assistance resulted in the delivery of fuel to a household that ran out. Include each occurrence.

VI. RESTORATION OF HOME ENERGY SERVICE						
A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Energy Service Restored After Disconnection	2,580	1,931	649			
2. Fuel Delivered to Home that Ran Out of Fuel	1,132			213	871	48
3. Repair/Replacement of Inoperable Home Energy Equipment	5,110	143	2,716	713	1,788	50

Auto-calculated

Report Here

Presenter(s):  
Melissa Torgerson

# Module 2A

## Section VI: Item 3 – Repaired/Replaced Inoperable Equipment

- In **Section VI, Item 3**, Report on the number of occurrences during the fiscal year in which households had inoperable heating or cooling equipment repaired or replaced using LIHEAP funds.
- Steps to Remember:
  - Report based on the *on the fuel source for the equipment that was repaired or replaced*.
  - Households could have experienced multiple instances in which LIHEAP assistance was used to restore/replace their *inoperable* energy equipment. Include each occurrence.
  - **Include** repairs/replacements of red-tagged energy equipment.
  - Grantees with equipment repair/replacement programs that include repairing/replacing inoperable equipment should report information here.
  - *NOTE:* Obtaining this data may require coordination with your weatherization partners (where relevant).

VI. RESTORATION OF HOME ENERGY SERVICE						
A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Energy Service Restored After Disconnection	2,580	1,931	649			
2. Fuel Delivered to Home that Ran Out of Fuel	1,132			213	871	48
3. Repair/Replacement of Inoperable Home Energy Equipment	5,410	143	2,716	713	1,788	50

Auto-calculated

Report Here

Presenter(s):  
Melissa Torgerson

# Module 2 Section VI

## *Changes*

- As with Section V, no changes were made to the process and procedures of this section.
- However, grantees do still need to take the additional steps of calculating these statistics for the CARES and ARPA subsets on the new Module 2 tabs:
  - Module 2B – Identify and filter to the subset of households who received CARES benefits and produce the Restoration summary statistics.
  - Module 2C – Identify and filter to the subset of households who received ARPA benefits and produce the Restoration summary statistics.



# Module 2B

## Section VI

- To complete **Section VI** on the tab for **Module 2B (CARES Subset)** you simply need to take Restoration Sample you found for Module 2A and drop any occurrences where the restoration was not attributable (at least in part) to a benefit that was funded by CARES.
- You would then simply fill in Items 1, 2, and 3 in Module 2B using the same procedures outlined for Module 2A.

Home Energy Restorations Attributable to LIHEAP

Home Energy Restorations Attributable to CARES

### Module 2A Section VI

A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Energy Service Restored After Disconnection	2,580	1,931	649			
2. Fuel Delivered to Home that Ran Out of Fuel	1,132			213	871	48
3. Repair/Replacement of Inoperable Home Energy Equipment	5,410	143	2,716	713	1,788	50

### Module 2B Section VI

A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Energy Service Restored After Disconnection because of CARES funds, alone or in combination with other sources	516	386	130			
2. Fuel Delivered to Home that Ran Out of Fuel because of CARES funds, alone or in combination with other sources	226			43	174	9
3. Repair/Replacement of Inoperable Home Energy Equipment using CARES, alone or in combination with other sources	1,083	29	543	143	358	10

# Module 2C

## Section VI

- To complete **Section VI** on the tab for **Module 2C (ARPA Subset)** you simply need to take Restoration Sample you found for Module 2A and drop any occurrences where the restoration was not attributable (at least in part) to a benefit that was funded by ARPA.
- You would then simply fill in Items 1, 2, and 3 in Module 2C using the same procedures outlined for Module 2A.

Home Energy Restorations Attributable to LIHEAP

Home Energy Restorations Attributable to ARPA

### Module 2A Section VI

A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Energy Service Restored After Disconnection	2,580	1,931	649			
2. Fuel Delivered to Home that Ran Out of Fuel	1,132			213	871	48
3. Repair/Replacement of Inoperable Home Energy Equipment	5,410	143	2,716	713	1,788	50

### Module 2C Section VI

A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Energy Service Restored After Disconnection because of ARPA funds, alone or in combination with other sources	851	637	214			
2. Fuel Delivered to Home that Ran Out of Fuel because of ARPA funds, alone or in combination with other sources	374			70	287	16
3. Repair/Replacement of Inoperable Home Energy Equipment using ARPA, alone or in combination with other sources	1,785	47	896	235	590	17

# **Module 2 Section VII**

## **Prevention of Loss of Home Energy Services**



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

# Module 2 Section VII

## *Purpose*

- Module 2A, Section VII requires you to report specific information on the number of occurrences in which LIHEAP assistance prevented the loss of energy service for a household at risk of losing their home energy service during the fiscal year.
- This includes:
  - Households with a Utility Past Due or Disconnect Notice
  - Households with Limited Fuel
  - Households in Need of Equipment Repair/Replacement
- Grantees define criteria for being “at risk” of losing energy service.
- This is **not** an unduplicated count of households. A household may have experienced prevention of loss of energy service restored more than once in a year and each occurrence should be counted and reported.

# Module 2A

## Section VII: Item 1 – Past Due or Utility Disconnect Notice

- In **Section VII, Item 1**, report the number of occurrences during the fiscal year in which households had a past due or disconnect notice at the time of application and receipt of LIHEAP assistance resulted in the continuance of home energy service.
- Steps to Remember:
  - Report based on the *fuel source where the LIHEAP benefit was applied.*
  - Households could have experienced multiple instances in which LIHEAP assistance was used to prevent a household from losing their home energy service due to an upcoming disconnection. Include each occurrence.
  - **Exclude** households who had been disconnected by the time that they received the LIHEAP benefit.
  - **Include** electric pre-pay households whose accounts were low on funds and who received a LIHEAP benefit that prevented the loss of their energy service.

VII. PREVENTION OF LOSS OF HOME ENERGY SERVICE						
A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Past Due Notice or Utility Disconnect Notice	28,112	21,330	6,782			
2. Imminent Risk of Running out of Fuel	1,962			2,975	8,600	387
3. Repair/Replacement of Operable Equipment to Prevent Imminent Home Energy Loss	Auto-calculated	0	0	0	0	0

# Module 2A

## Section VII: Item 2 – Imminent Risk of Running Out of Fuel

- In **Section VII, Item 2**, report the number of occurrences in which households were at imminent risk of running out of fuel at the time of application and receipt of LIHEAP assistance resulted in the delivery of fuel.
- Steps to Remember:
  - Report based on the *fuel source where the LIHEAP benefit was applied*.
  - Households could have experienced multiple instances in which LIHEAP assistance was used to deliver fuel to a household at risk of running out of fuel. Include each occurrence.
  - **Exclude** households who had run out of fuel by the time that they received the LIHEAP benefit.

VII. PREVENTION OF LOSS OF HOME ENERGY SERVICE						
A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Past Due Notice or Utility Disconnect Notice	28,112	21,330	6,782			
2. Imminent Risk of Running out of Fuel	11,962			2,975	8,600	387
3. Repair/Replacement of Operable Equipment to Prevent Imminent Home Energy Loss	Auto Calculated	0	0	0	0	0



# Module 2A

## Section VII: Item 3 – Repair/replacement of Operable Equipment

- In **Section VII, Item 3**, report the number of occurrences during the fiscal year in which households had **operable, but failing heating or cooling equipment** repaired or replaced using LIHEAP funds.
- Steps to Remember:
  - Report based on the *on the fuel source for the equipment.*
  - Households could have experienced multiple instances in which LIHEAP assistance was used to restore/replace their *operable* energy equipment. Include each occurrence.
  - Exclude** repairs/replacements of red-tagged energy equipment or inoperable energy equipment.
  - Grantees with equipment repair/replacement programs that include repairing/replacing operable, but failing equipment should report information here.
  - NOTE:** Obtaining this data may require coordination with your weatherization partners (where relevant).

VII. PREVENTION OF LOSS OF HOME ENERGY SERVICE						
A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Energy Source (where LIHEAP benefit was applied)				
		Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Past Due Notice or Utility Disconnect Notice	28,112	21,330	6,782			
2. Imminent Risk of Running out of Fuel	11,962			2,975	8,600	387
3. Repair/Replacement of Operable Equipment to Prevent Imminent Home Energy Loss	Auto-Calculated	0	0	0	0	0



# Module 2 Section VII

## *Changes*

- As with Sections V and VI, no changes were made to the process and procedures of this section.
- However, grantees do still need to take the additional steps of calculating these statistics for the CARES and ARPA subsets on the new Module 2 tabs:
  - Module 2B – Identify and filter to the subset of households who received CARES benefits and produce the Prevention of Loss summary statistics.
  - Module 2C – Identify and filter to the subset of households who received ARPA benefits and produce the Prevention of Loss summary statistics.

# Module 2B

## Section VII

- To complete **Section VII** on the tab for **Module 2B (CARES Subset)** you simply need to take the Prevention Sample you found for Module 2A and drop any occurrences where the prevention was not attributable (at least in part) to a benefit that was funded by CARES.
- You would then simply fill in Items 1, 2, and 3 in Module 2B using the same procedures outlined for Module 2A.

Prevention of Home Energy Loss Attributable to LIHEAP

Prevention of Home Energy Loss Attributable to CARES

### Module 2A Section VII

		Energy Source (where LIHEAP benefit was applied)				
A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Past Due Notice or Utility Disconnect Notice	28,112	21,330	6,782			
2. Imminent Risk of Running out of Fuel	11,962			2,975	8,600	387
3. Repair/Replacement of Operable Equipment to Prevent Imminent Home Energy Loss	Auto-Calculated	0	0	0	0	0

### Module 2B Section VII

		Energy Source (where LIHEAP benefit was applied)				
A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Past Due Notice or Utility Disconnect Notice & CARES Assistance, alone or in combination with other sources	5,622	4,266	1,356			
2. Imminent Risk of Running out of Fuel & CARES LIHEAP Assistance Prevented Loss, alone or in combination with other sources	2,392			595	1,720	77
3. Repair/Replacement of Operable Equipment using CARES, alone or in combination with other sources, to Prevent Imminent Home Energy Loss	Auto-Calculated	0	0	0	0	0

# Module 2C

## Section VII

- To complete **Section VII** on the tab for **Module 2C (ARPA Subset)** you simply need to take the Prevention Sample you found for Module 2A and drop any occurrences where the prevention was not attributable (at least in part) to a benefit that was funded by ARPA.
- You would then simply fill in Items 1, 2, and 3 in Module 2B using the same procedures outlined for Module 2A.

Prevention of Home Energy Loss Attributable to LIHEAP

Prevention of Home Energy Loss Attributable to ARPA

### Module 2A Section VII

		Energy Source (where LIHEAP benefit was applied)				
A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Past Due Notice or Utility Disconnect Notice	28,112	21,330	6,782			
2. Imminent Risk of Running out of Fuel	11,962			2,975	8,600	387
3. Repair/Replacement of Operable Equipment to Prevent Imminent Home Energy Loss	Auto-Calculated	0	0	0	0	0

### Module 2C Section VII

		Energy Source (where LIHEAP benefit was applied)				
A. All Occurrences of LIHEAP Households that Had:	All Occurrences	Electricity	Natural Gas	Fuel Oil	Propane	Other Fuels
1. Past Due Notice or Utility Disconnect Notice & CARES Assistance, alone or in combination with other sources	5,622	4,266	1,356			
2. Imminent Risk of Running out of Fuel & CARES LIHEAP Assistance Prevented Loss, alone or in combination with other sources	2,392			595	1,720	77
3. Repair/Replacement of Operable Equipment using CARES, alone or in combination with other sources, to Prevent Imminent Home Energy Loss	Auto-Calculated	0	0	0	0	0

# Summary



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

# Summary

## *Report Status and Due Date*

- The Performance Data Form expired in April. OCS submitted proposed changes to the Performance Data Form to OMB which were approved in late February.
- OCS issued the Action Transmittal with instructions to complete the form on March 14, 2022. The initial due date for the form is March 31, 2022.
- Grantees may email their LIHEAP Program Specialist (Liaison) to request an official extension.

# Summary

## *Report Status and Due Date*

### Submission Approach

- As with the prior FY 2020 report, OCS will be asking grantees to submit the FY 2021 Performance Data Form using the Basecamp platform via an Excel Spreadsheet.
- Each grantee will be receiving a communication soon to provide them with the link to their Basecamp folder and the Excel spreadsheet.
- **The Excel spreadsheet will be customized for each state with your FY 2021 funding amounts. You will need to use the specific spreadsheet for your state.**

# Summary

## *Updates to Module 1*

### Updates

- There are no major changes to the form structure or layout for the FY 2021 Grantee Survey.
- The primary change from last year's FY 2020 report is that grantees must now report information on the Uses of LIHEAP ARPA Funds during FY 2021.
- Additional minor changes are described in Sections III and IV.



# Summary

## *Updates to Module 2*

- The general process for reporting Module 2 has not changed. Tab 2A still includes the Performance Measures for all LIHEAP-households regardless of federal funding source (Regular Block Grant, CARES, ARPA, or some combination).
- **Grantees need to still produce the main report**, but are asked to take the additional step of producing the same statistics after filtering to CARES households and then filtering to ARPA households on the two new tabs (Tab 2B and Tab 2C).

# Summary

## *Module 1 Resources*

- **Required Reports Support on the LIHEAP PMW:**

<https://liheappm.acf.hhs.gov/required-reports/>

- **“Check Before You Submit” Document:**

[https://liheappm.acf.hhs.gov/sites/default/files/private/grantee\\_tools/best\\_practices/PDF-Module-1-\(Grantee%20Survey\)-Check-Before-You%20Submit-Document.pdf](https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/PDF-Module-1-(Grantee%20Survey)-Check-Before-You%20Submit-Document.pdf)

- **Prior FY 2020 Performance Data Form AT and Instructions:**

<https://www.acf.hhs.gov/ocs/policy-guidance/liheap-2021-02-performance-data-form-fy-2020>

- **Past Years’ Grantee Survey Data:**

<https://liheappm.acf.hhs.gov/datawarehouse>

- **2020 HHS Poverty Guidelines:**

<https://www.acf.hhs.gov/ocs/policy-guidance/liheap-im-2020-01-hhs-poverty-guidelines-optional-use-ff-2020-and-mandatory>

# Summary

## *Module 2 Resources*

- **Prior FY 2020 Performance Data Form AT and Instructions:**  
<https://www.acf.hhs.gov/ocs/policy-guidance/liheap-2020-01-performance-data-form-fy-2019>
- **Performance Measures Resources and Data Reliability Assessment Tools (log-in required):**  
<https://liheappm.acf.hhs.gov/performance-measures/>
- **“Check Before You Submit” Document:**  
[https://liheappm.acf.hhs.gov/sites/default/files/private/grantee\\_tools/best\\_practices/LIHEAP-PDF-Section-V-Before-You-Submit-Document.pdf](https://liheappm.acf.hhs.gov/sites/default/files/private/grantee_tools/best_practices/LIHEAP-PDF-Section-V-Before-You-Submit-Document.pdf)
- **Past Years’ Performance Measures Data:**  
[https://liheappm.acf.hhs.gov/data\\_warehouse/index.php?report=homepage](https://liheappm.acf.hhs.gov/data_warehouse/index.php?report=homepage)

# Summary

## *Support Resources*

### OCS liaisons

<http://www.acf.hhs.gov/programs/ocs/resource/division-of-energy-assistance-federal-staff>

### APPRISE Team

- Connor Priest, [connor-priest@appraiseinc.org](mailto:connor-priest@appraiseinc.org); 609-252-9009
- Pragya Chauhan, [Pragya-Chauhan@appraiseinc.org](mailto:Pragya-Chauhan@appraiseinc.org); 609-252-8011
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